



PARK & RECREATION ADVISORY BOARD AGENDA

BUCKHAM WEST

**WEDNESDAY, MARCH 18,
2026**

5:00 PM

1. Call to Order/ Approve Agenda
2. Approval of the Minutes: February 25, 2026
3. Presentation: None
4. Director's Report
5. Requests to be Heard
6. Old Business
7. New Business
 - A. HGA Presentation - Community Center Study
 - B. Community Campus Work Group
 - C. Hill Block Condominiums Plat - Fee in Lieu
 - D. Letter of Support Request – T-Mobile Hometown Grant
8. Other
9. Next Meeting Date: April 22, 2026
10. Adjournment

FARIBAULT PARKS AND RECREATION ADVISORY BOARD MEETING
MINUTES FOR FEBRUARY 25, 2026

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

- 1) Meeting was called to order by Lola at 5:00 p.m.
- 2) Election of Officers:
 - a) Chair: Motion was made by Troy, seconded by Mike to nominate Lola as Chair. Motion passed.
 - b) Vice-Chair: Motion was made by Chuck, seconded by Chad to nominate Troy as Vice-Chair. Motion passed.
- 3) Approval of Minutes: Motion made by Troy, seconded by Sally to approve minutes of October 22, 2025. Motion passed.
- 4) Presentation:
 - A. BEM Holdings: Dave Wanberg explained BEM Holdings addition, development and parkland dedication. Matejcek Implement Company wanted to expand their building which required them to plat the BEM Holdings Addition. Dave stated Outlot A in the addition is platted, but they cannot build on it until it is replatted. The City can request parkland dedication or fee-in-lieu when Outlot A is replatted. He suggested when the additional area to the west is developed, that would be the time to request parkland and therefore get enough area for a park. Parkland could be requested to the north along the water which would provide water access to the public. Also, it would better serve the public to have a park on the north side of Highway 60 rather than the south due to the Sakatah Hills State Trail on the north side. Dave handed out and reviewed with the Board a map of the city showing existing and planned parks. He also discussed Divine Mercy Development and stated that it has stalled due to the cost of building a road. Board asked to be notified when that development resumes so they could review it for parkland dedication. Some other areas reviewed included the Mayo Clinic site development of townhomes, St. James School owned by Shattuck that was recently vacated by Cannon River Stem School, possibly removing the dam by Father Slevin Park which would create more parkland around that lake, Twin Lakes area park and Parkland Village park. Dave stated there is a Council Chat on March 11 at 5 pm at Viaduct Park to discuss the housing study and the need for parkland or access to parkland. And he reiterated that housing is needed to attract industry.

Discussion was held about completing a trail from Teepee Tonka Park to Seabury Park and then to River Bend Nature Center. Uses of the St. James School property were also discussed. All reviewed a handout of the Code regarding Park Dedication. Community Development works with developers regarding their requirements for parkland dedication and then also with Parks and Recreation for advisement.

5) Director's Report:

- a) Riverbank Restoration by Teepee Tonka Shelter: The riverbank by Teepee Tonka Park Shelter has eroded from the river and flooding. Work to restore that riverbank is to begin this week.
- b) Deer Bridge Replacement: The Deer Bridge replacement project is out to bid. The Parks Department has been removing many trees in the area to prepare for the project.
- c) Viaduct Park Phase 2: Modern Mechanical is designing the ice sheet and refrigeration system for Viaduct Park. Staff are working on a pavilion for the ice sheet and recommend an open-sided metal Butler building. A sealed bid process will be followed to obtain quotes. If the budget allows, there will also be a light experience included in the pavilion. Staff are also working on the site plan for the storage shed. Expectations are to break ground in June for Phase 2 and have the ice sheet open at the end of November or beginning of December. And a ribbon cutting and opening of the splash pad is tentatively set for the third week of May.
- d) Parks Superintendent Update: Keith reported he is researching the cost to replace North Alexander Park shelter #1 including new bathrooms. Staff would like to have it built this fall if possible. The city is currently working with Rice County on the purchase and installation of the playground at Twin Oaks development. The backflow cage at North Alexander Park is being rebuilt and the lift station at the Soccer Complex is being reworked. Great River Greening finished removing ash trees in North Alexander Park and Father Slevin Park. They still need to grind out stumps with a job completion date of March 7. Board commended the Parks Department for the cleanliness and upkeep of the trails this winter and stated the trails looked great.
- e) Recreation Superintendent Update: Kevin reported the first event of the year, Neon Night, was held on January 10th with approximately 50 participants. The Father/Daughter dance was held on February 15th with a little over 70 participants. The Hometown Holiday and Winterfest events were a huge success, and staff are meeting with the Chamber to plan for next year already. With the warm weather, Viaduct Park and Jefferson Park ice rinks are closed. Staff continue to work on programming for Viaduct Park, and there have been many rentals booked for Viaduct Park. A pickleball tournament was held on President's Day with good attendance, and an Aquatics Inflatables Day was held that day as well with 30-40 kids attending. A summer preview section was added to the spring Buckham Bulletin to assist the public with planning for their summer. The schedule for the Buckham Bulletin including the mailing dates and class registration dates was also published in the bulletin to assist the public.

6) Requests to be Heard: None.

7) Old Business: None.

8) New Business:

- a) Converting Horseshoe Pits in North Alexander Park to Pickleball Courts: Board asked about converting the horseshoe pits in North Alexander Park to pickleball courts. Staff will research costs for this project and bring data back to the Board to review
- b) Aquatic Center: Board stated the paint on the aquatic center slides has faded. Staff will get a quote to paint the red slide.
- c) Reschedule March Meeting: Board agreed to change the March meeting from March 25 to March 18 due to spring break and to have HGA attend the meeting.

9) Other: None.

10) Next Meeting: The next meeting is scheduled for Wednesday, March 18, 2026, at 5 p.m.

11) Motion was made by Chuck, seconded by Whitney to adjourn at 6:36 p.m. Motion passed.

Respectfully submitted,

Denise Hansen, Administrative Coordinator

DRAFT

Item 7A. HGA Presentation – Community Center Study

BACKGROUND:

The City is currently working with HGA to complete a Community Campus feasibility study to evaluate potential options for the future of a community center facility. This effort builds on previous work completed by the City that explored the concept of constructing a new community center. The current feasibility study expands on that foundation by also evaluating additional options, including renovation of existing facilities, expansion opportunities, site considerations, and broader system level impacts. The goal is to ensure City Council has a comprehensive understanding of viable paths forward before making long term investment decisions.

As part of this process, the Parks and Recreation Advisory Board will be asked to provide input on the draft concepts. This includes weighing in on community recreation needs, indoor program space considerations, site functionality, connections to the existing parks and trail system, accessibility, partnerships, and how future facility options may support long term service delivery and community use. Feedback from the Board will help inform the feasibility study and will be shared with City leadership as the project moves forward.

Item 7B. HGA Community Campus Work Group

BACKGROUND:

Staff wanted to take a few minutes to provide the Parks and Recreation Advisory Board with an update on the Community Campus Working Group, including its membership and overall purpose. The intent of this update is to help ensure all Board members have a clear understanding of how the Working Group fits into the broader Community Campus feasibility study process and how its work relates to the advisory role of the Parks and Recreation Advisory Board.

As part of the Community Campus feasibility study, the P&R Department established a Community Campus Working Group to serve as a group that provides input throughout the study. The purpose of the Working Group is to provide informed guidance, institutional knowledge, and a cross-departmental perspective to the consultant team as they evaluate potential options for the future of a community center facility. These options may include renovation of existing facilities, rebuilding, or new construction. The Working Group helps ensure that concepts explored are realistic, community focused, operationally sound, and aligned with City values, existing assets, and long-term financial considerations.

The Community Campus Working Group is intentionally made up of a cross-section of leadership and operational perspectives to help inform the feasibility study. Membership includes City staff and community partners such as the Parks and Recreation Director, Library Director, City Administrator, Communications Manager, Recreation Superintendent, City Engineer, and the Buckham West Executive Director. The group also includes policy and advisory representation through participation from the Mayor and the Parks and Recreation Advisory Board Chair.

It is important to note that the Working Group is not a decision-making body. Rather, it serves as a sounding board to help shape clear and credible scenarios that will ultimately be presented to City Council for discussion and direction. The consultant leading the feasibility study facilitates Working Group meetings, presents data and findings, and frames key questions to gather feedback that will inform study outcomes.

Working Group discussions are intended to focus on big picture direction, community needs, operational implications, and long term sustainability rather than detailed design preferences.

The Parks and Recreation Advisory Board continues to fulfill its established role as an advisory body appointed by City Council to consider matters related to parks, recreation programs, and facilities.

Community Campus Feasibility Study

Working Group Purpose and Role

Purpose of the Working Group

The Community Campus Working Group serves as an advisory and collaborative body to support the City's Community Center Feasibility Study. The group's purpose is to provide informed guidance, institutional knowledge, and cross departmental perspective to the consultant team as they evaluate options for the future of the community center, including renovation, rebuilding, or new construction.

The Working Group is intended to ensure that study outcomes are realistic, community focused, operationally sound, and aligned with City values, existing assets, and long-term financial considerations. This group is not a decision-making body, but rather a key sounding-board to help shape clear, credible options for City Council consideration.

Role of the Consultant

Meetings will be led by the consultant conducting the feasibility study. The consultant is responsible for setting agendas, guiding discussion, presenting findings, and framing key questions for feedback. City staff will support coordination and follow up as needed.

What Makes These Meetings Meaningful

Working Group meetings are designed to be focused, time respectful, and outcome driven. To support this, members are asked to:

- Come prepared having reviewed materials in advance
- Focus feedback on big picture direction rather than design preferences
- Share perspectives grounded in community needs, operations, and long-term sustainability
- Respect differing viewpoints and seek alignment where possible
- Acknowledge past work while focusing on future options
- Stay within the scope of the feasibility study

Meeting Etiquette and Expectations

Meetings will be structured and facilitated to maximize value. To support effective collaboration:

- Start and end on time
- Allow the consultant to facilitate discussion
- Keep comments concise and relevant to the agenda topic
- Listen actively and avoid side conversations
- Use meetings for discussion and guidance not status updates
- Document questions or follow up items for staff or consultant outside of meeting time

Outcome of the Working Group

The ultimate outcome of the Working Group's efforts is to help the consultant deliver a clear, well-informed feasibility study that presents City Council with realistic scenarios, high level cost considerations, operational implications, and strategic tradeoffs. This work will directly inform Council discussion and direction at the May Council retreat.

Item 7C. Hill Block Condominiums Plat – Fee in Lieu

BACKGROUND:

A redevelopment project has been submitted for three properties located at 217, 219, and 223 Central Avenue. The proposal was reviewed at the Development Review Committee meeting, where it was determined that the Parks and Recreation Advisory Board should provide input on the plat related parkland dedication requirements. The applicant is proposing construction of 19 new residential units as part of the downtown redevelopment.

In accordance with Faribault Municipal Code Section 15 - 336, Required Cash Fee, multi-family residential developments are subject to a park dedication cash fee in lieu of \$500 per unit up to 20 units. Based on the proposed unit count, the estimated park dedication fee in lieu of land would total \$9,500. Given the downtown context and limited availability of suitable land for park dedication, staff recommends acceptance of fee in lieu of land as the appropriate approach for meeting code requirements.

Following Board consideration, a memo documenting the Parks and Recreation Advisory Board recommendation will be submitted to the Planning Department as part of the project review record.

RECOMMENDATION:

Staff recommends the Parks and Recreation Advisory Board support acceptance of park dedication fee in lieu of land for the Hill Block Condominiums redevelopment project.

Suggested Motion Language: "I move that the Parks and Recreation Advisory Board recommend acceptance of park dedication fee in lieu of land for the proposed Hill Block Condominiums redevelopment project located at 217, 219, and 223 Central Avenue."

Parcel ID - 1831126319

Address - 223 CENTRAL AVE

Owner - FARIBO

DOWNTOWN CENTRAL LLC

View: [Report](#) | [Pictometry Imagery](#) |

[Google Maps](#)

Parcel ID - 1831126320

Address - 219 CENTRAL AVE

Owner - FARIBO

DOWNTOWN CENTRAL LLC

View: [Report](#) | [Pictometry Imagery](#) |

[Google Maps](#)

Parcel ID - 1831126321

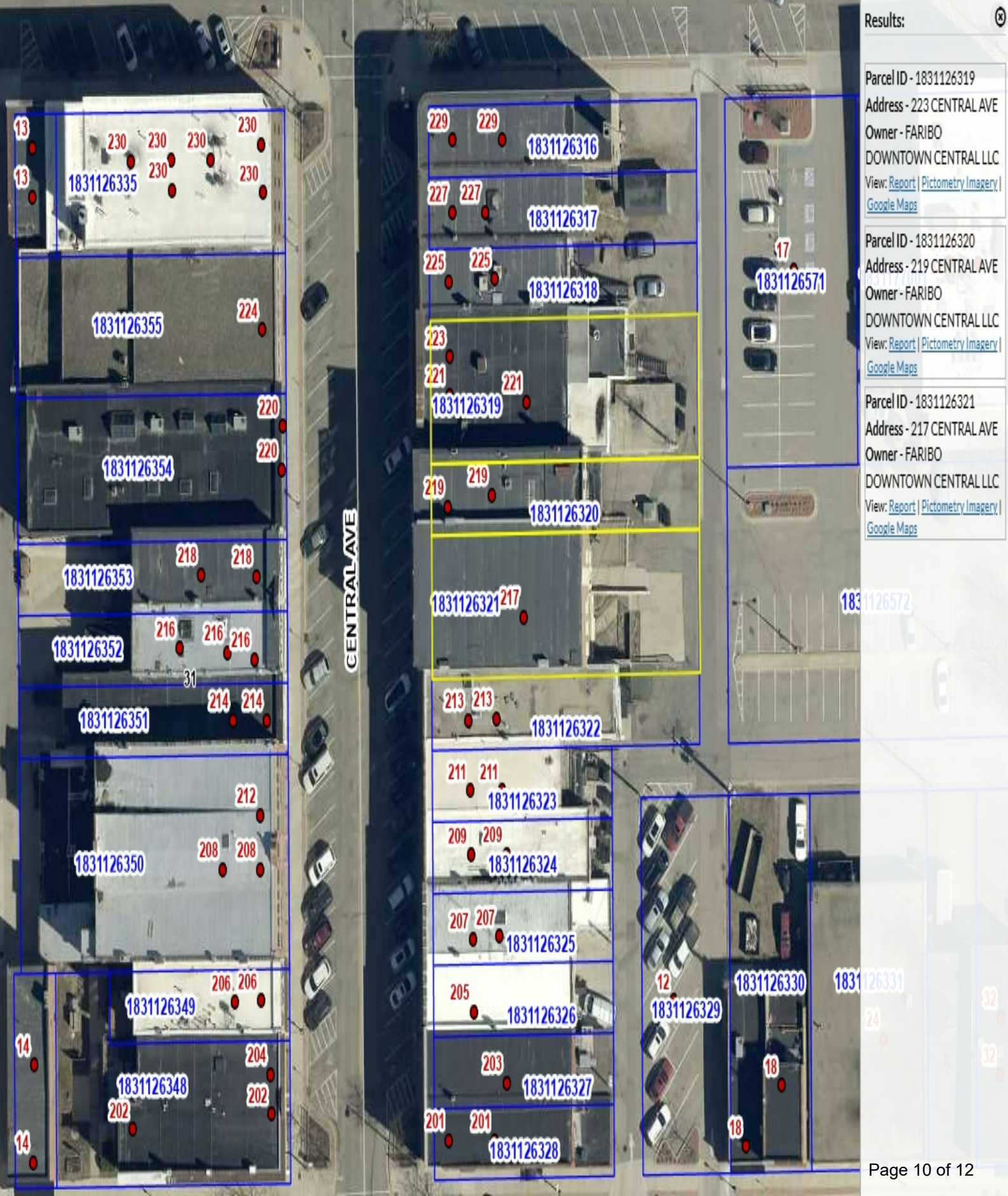
Address - 217 CENTRAL AVE

Owner - FARIBO

DOWNTOWN CENTRAL LLC

View: [Report](#) | [Pictometry Imagery](#) |

[Google Maps](#)



CENTRAL AVE

1831126572

1831126331

24

32

32

Item 7D. Letter of Support Request – T-Mobile Hometown Grant

BACKGROUND:

Staff is preparing a T-Mobile Hometown Grant application to support enhancements associated with Viaduct Park Phase 2, including improvements that strengthen community gathering opportunities, recreation access, and activation of public park space. Phase 2 of Viaduct Park includes development of key amenities intended to support year-round use, expanded programming opportunities, and increased community connectivity within the park system.

The T-Mobile Hometown Grant program provides funding for community-driven projects that enhance public spaces and improve quality of life in small towns and rural communities. Grant funding would help advance priority elements of the Viaduct Park Phase 2 project by leveraging external resources to support placemaking, recreation experiences, and community-centered park improvements.

As part of the grant application process, staff is requesting that the Parks and Recreation Advisory Board consider providing a formal letter of support for the grant submission. A letter of support demonstrates advisory board endorsement of the project and strengthens the overall competitiveness of the City's application.

Consistent with the Board's advisory role to review and provide recommendations on parks and recreation initiatives brought forward for consideration, staff is seeking Board recommendation to support the T-Mobile Hometown Grant application and authorize issuance of a letter of support for Viaduct Park Phase 2.

RECOMMENDATION:

Staff recommends the Parks and Recreation Advisory Board adopt a motion recommending City Council approval of a letter of support for the City's T Mobile Hometown Grant application to help advance Viaduct Park Phase 2 enhancements and leverage external funding for priority park improvements.

Suggested Motion: "I move that the Parks and Recreation Advisory Board recommend City Council approval of a letter of support for the City of Faribault's T Mobile Hometown Grant application for Viaduct Park Phase 2 enhancements."

[DATE]

T Mobile Hometown Grants Program Review Committee

Re: Letter of Support for Viaduct Park Refrigerated Ice Pavilion Project
City of Faribault, Minnesota

Dear Review Committee,

On behalf of the Faribault Parks and Recreation Advisory Board, we are pleased to offer our strong support for the City of Faribault's application to enhance the Viaduct Park refrigerated ice pavilion and surrounding gathering space.

Viaduct Park has long been one of Faribault's most active and well loved community parks. The addition of a covered refrigerated ice sheet will significantly expand recreational opportunities while also creating a year round community destination for residents and visitors.

The project location is uniquely suited to become a central gathering space for the community. Situated near the splash pad and park building, the pavilion will serve as a focal point for recreation, community programming, and seasonal events. Enhancements such as community gathering areas and experiential lighting will further activate the space and create a welcoming environment for people of all ages.

The Parks and Recreation Advisory Board has consistently supported investments that strengthen Faribault's park system and improve access to inclusive recreational opportunities. This project aligns directly with those goals and will provide lasting benefits to the community.

We strongly support the City of Faribault's application and believe this project will become a valued community asset for generations to come.

Sincerely,

[Name]

Chair

Faribault Parks and Recreation Advisory Board