



AGENDA

Parks and Recreation Commission

REGULAR MEETING

February 17, 2026

6:00 PM

Oakdale City Council Chambers

1. INFORMAL DISCUSSION WITH CITY COUNCIL REGARDING ANNUAL WORK PLAN AND FUTURE OF PARKS AND RECREATION COMMISSION

MOVE TO DAIS FOR CONTINUATION OF REGULAR BUSINESS AND BROADCASTING

2. CALL TO ORDER

3. CALL OF ROLL

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF MINUTES

- a. November 18, 2025

7. OPEN FORUM

8. PARKS AND RECREATION COMMISSION REVIEW

- a. **OLD BUSINESS**

- i.

- b. **NEW BUSINESS**

- i. Election of Commission Chair and Vice Chair

9. OTHER

- a. Staff Liaison Updates
 - i. 2026 Park Improvement Plan
 - ii. New Park Naming Discussion
- b. Commissioner Update(s)*
- c. Council Liaison Update(s)*

10. ADJOURNMENT

*Items marked with an asterisk have no accompanying materials.

**The next regular Parks and Recreation Commission meeting will be held
April 21, 2026 @ 6 PM in the Hadley Conference Room at Oakdale City Hall.**

**REGULAR MEETING
PARKS AND RECREATION COMMISSION
City of Oakdale
November 18, 2025**

CALL TO ORDER

A regular meeting of the Oakdale Parks and Recreation Commission (PRC) was held on Tuesday, November 18, 2025, at Oakdale City Hall, 1584 Hadley Avenue, Oakdale, Minnesota. The meeting was called to order by Chair Schorr at 6:00 PM.

CALL OF ROLL

On a call of roll, the following were present:

Chair: Jen Schorr

Commissioners: Brett Berfeldt
Jan Cunningham
Glen Giacoletto
Mark Giannini
Mike Prosser

Also Present: Julie Williams, Recreation Superintendent
Cory Tietz, Public Works Director
Council Member Morcomb, Council Liaison

Not Present: Glen Bearth, Commissioner
Jeff Koesling, Parks Superintendent

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

A MOTION WAS MADE BY COMMISSIONER PROSSER, SECONDED BY COMMISSIONER CUNNINGHAM TO APPROVE THE AGENDA AS PRESENTED.

6 Ayes. Motion Approved.

APPROVAL OF MINUTES: Regular Meeting Minutes, October 21, 2025

A MOTION WAS MADE BY COMMISSIONER PROSSER, SECONDED BY COMMISSIONER GIANNINI TO APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 21, 2025 AS PRESENTED.

6 Ayes. Motion Approved.

OPEN FORUM

None.

PARKS AND RECREATION COMMISSION REVIEW

a. OLD BUSINESS

i. 2026 Draft Work Plan Discussion

Superintendent Williams presented updates to the work plan; a May meeting was added under community member outreach/engagement, and a warming house tour was added under commissioner education.

b. NEW BUSINESS

None.

OTHER

i. Staff Liaison Updates

Recreation Update

Recreation Superintendent Williams provided an update on the following topics:

- **Community Walk.** 200 walkers participated, with 77 walkers completing the maximum 150 miles. Prize pickup begins Saturday.
- **Pumpkin Carving Contest.** Three winners were selected; DeSpookable Me won best; Pumpkin Spice Brew won spookiest, and JacksWorld42 won Bumpkin Pumpkin.
- **Indoor Market.** Last Saturday's kickoff market for the season brought in over 400 shoppers. Vendor spaces have filled with over 20 available to shop from over the season. New vendors will be plugged in with vendor absences, and the basket drawing will continue. A few new vendors include milk buns from BunBun, an Indian snack vendor, and TNT Coffee.
- **Oakdale Art Discovery Fair.** On Saturday from 10 AM to 3 PM, 23 artists will have a shopping event at the Discovery Center.
- **Santa Mailboxes.** Kids can drop off Santa letters at the Discovery Center and City Hall November 26 through December 15. Usually, around 150 kids participate.
- **Tree Lighting Event.** Multiple departments are involved in hosting the first ever official City lighting event on Thursday, December 4 from 6 to 8 PM. The Santa firetruck event was replaced with this event, though keeping with tradition, Santa will still arrive on a decorated firetruck. City Council and staff will attend to host free s'mores, hot chocolate, cookies, and live music.
- **Snow Sculpture Contest.** Cold and snowy weather is forecasted, and Oakdale Recreation is accepting photo entries of "Favorite Pet or Animal" theme snow sculptures now through March 31.

- **Winter Wonderland.** Families can enjoy a free winter event on December 20 from 9 AM to 1 PM. This event is possible thanks to partnerships with the Oakdale Area Chamber of Commerce and First Resource Bank. Activities include visiting Santa, horse drawn hayrides, petting zoo, candy cane hunt, bonfire with s'mores, crafts with Washington County Library, face painting, and free breakfast and lunch.
- **Gingerbread House Contest.** Houses can be dropped off on December 18 and 19 and will be displayed and voted on at Winter Wonderland.
- **Winter Break Scramble.** There were a few requests for an on-your-own program. This new contest has everyone pick up a 1,000-piece puzzle to complete at home in the least amount of time, tracking time on-your-honor.
- **Snowshoe Rentals.** Rentals at the Discovery Center are \$6 tax included for two hours when the building is open, pending snow conditions.
- **Rinks/Warming Houses.** 15 applications were received for rink attendants and hiring 11 will be plenty to staff the rinks. Pending the weather, rinks shoot to open the end of December for the hours Monday through Friday, 4 to 8 PM, Saturday, 12 to 8 PM, and Sunday 12 to 7 PM.

Director Tietz added that a new vendor will provide temporary warming houses this year at Walton and Eastside. The design has been improved to remove the staircase and be more ground level.

- **Skate and Paint.** Walton Pleasure will have a free ice painting event on Sunday, January 11 that will also feature hot chocolate and prizes.

Parks Update

Mr. Tietz provided an update on the following topics:

- **Picnic Shelter Maintenance.** There is a drastic color difference after washing the undersides of the shelter roofs changing them from black to pine-color. In spring, they will be re-cleaned and stained, along with painting the posts. This winter, lights that aren't working or noisy will be replaced.
- **Planting Beds Maintenance.** Parks, forestry, utility and streets staff have all been cutting down planting beds for winter, so they grow back better in spring.
- **Discovery Center Landscaping.** The prairie plants at the entrance to the Discovery Center were mowed and collected so the seeds will grow in the Oakdale Nature Preserve Prairie. City Forester Tim Mehlhorn led the project with his passion for landscape design. A split rail fence was considered to address children climbing rocks and pets killing the plants but will be held off on for now to see if the issue persists. It takes about an hour to winterize the waterfall feature when the water is turned off for the season.
- **Tree Lighting at City Hall.** Staff will finish hanging lights tomorrow and put a tree to the left of the front door to light the week of the event.
- **Mowing.** With the picnic shelter and planting bed maintenance wrapped up, mowing has resumed with leaf cleanup. A bulk of leaves were removed, but parks with the majority of leaves still on the trees were skipped for now.
- **Ice Rinks.** Lighting will be tested and cracks sealed.
- **Bark Park.** Woodchips will be added.

ii. Commissioner Updates

Commissioner Cunningham shared that Wellness 50+ will be hosting a blood drive at the Discovery Center on December 26. To donate, those interested need to sign up with the Red Cross.

Commissioner Berfeldt complimented the Flashlight Pumpkin Hunt for being well-ran.

Chair Schorr agreed. It was her first time attending the event. She thinks it is the best of the Oakdale Recreation events and is less crowded than the Mystery Egg Hunt. With the earlier time, the luminaries still worked.

Superintendent Williams replied that the Flashlight Pumpkin Hunt typically brings in 150 kids, and the Mystery Egg Hunt brings 200.

In reply to a question asked by Chair Schorr about recycling in parks, Director Tietz explained that while some parks have multi-bins for recycling and trash, all of the items in both containers end up going to the same dumpsters and then a single-sort facility automatically sorts them out.

Chair Schorr has toured the Tennis Sanitation facility and recommends the compost program.

Commissioner Cunningham said Wellness 50+ is considering returning for a tour of a trash/recycling facility. She remembered seeing the food scraps bags sorted out at a tour she attended. She learned that Ramsey and Washington County are the frontrunners on the program across the nation.

Commissioner Giannini shared that the Oakdale Athletic Association is seeking directors for open positions.

Commissioner Giacoletto reported that he has been visiting a new park every other week and hasn't found anything amiss, and Director Tietz reminded those who find a park maintenance concern to report it by using See Click Fix online, calling public works, or emailing.

Commissioner Giannini noticed that the Walton Park Playground has a large gap difficult for children to climb over where the sidewalk is between the play areas.

Director Tietz replied that he will see if adding woodchips will help or if the design was planned that way to separate the play areas. With planning a new park at Helmo Station, distancing age groups is considered in the design.

iii. Council Liaison Update

Council Member Morcomb provided an update on the following:

- **Taxes.** Washington County Property Tax Statements are now arriving in Oakdale residents' mailboxes. With rising costs, every city in Washington County has taxes going up. It was hard work to get to the second lowest of the top ten

largest population cities with over 10,000 people. Of those, six were over 10%, and while Oakdale's says 7%, it will be below that. Healthcare, payroll, and staffing costs are all increasing. The big number adds no bells or whistles to the City; some staff positions even have to be delayed. OpenGov shares details by department, and the Truth in Taxation meeting will be in a couple of weeks.

- **Open House for New City Hall Building.** The public can share feedback on designs presented at the Tuesday, December 16 open house from 5 to 6:30 PM. The police station renovations have regulations that guide the design that the public won't be able to change, but feedback will be taken on the design of the entrance, the location of the Veteran's Memorial, and access to meeting spaces. There will be a virtual meeting on Monday (the day before) for those who can't attend in person.
- **Park Design.** The Commission's feedback on the Helmo Station Park design changed the park to add swings. Next, Council will vote on the park to keep it within budget, and it will need a name.
- **New Councilmember.** Seven applicants were interviewed by Council and Katie Wrich, a longtime resident, was sworn in at the last meeting. She will fill the seat for the next twelve months until next election.
- **Oakdale Summerfest.** The Oakdale Summerfest Community Organization (OSCO) and the Mayor are hosting an open house at Sgt. Peppers on Monday, December 8, from 6 to 8 PM, to invite the public to envision Summerfest going forward. Former Mayor Paul Reinke, Marc Cove from the Oakdale Area Chamber of Commerce, and Larry and Vickey Eberhard put in a lot of effort in the past three years but cannot do it forever. New volunteers are needed to keep the event going. It is unknown what Summerfest will look like with the construction taking place and parking lot torn up

In reply to a question made by Commissioner Cunningham, Councilmember Morcomb said that the carnival brought in \$20-30,000 for the City. The former Police Chief Bill Sullivan was concerned about the carnival's security but the current Police Chief Nick Newton is well equipped to handle it. When the carnival stopped during COVID there were so few carnivals and weekends in Minnesota that our spot was lost.

Superintendent Williams recalled that the Summerfest carnival had disbanded.

ADJOURNMENT

A MOTION WAS MADE BY COMMISSIONER CUNNINGHAM, SECONDED BY COMMISSIONER BERFELDT TO ADJOURN THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION, DATED NOVEMBER 18, 2025, AT 6:47 PM.

6 Ayes. Motion Approved.



Process for the Election of Board Members/Commissioners

1. Nominate candidates for the Chairperson and Vice-Chairperson positions. Nominations do not require a "second", but other members may "second" the nomination to show support.

"Motion to nominate Board Member/Commissioner_____ for the position of Chairperson."

"Motion to nominate Board Member/Commissioner_____ for the position of Vice-Chairperson."

2. When there are no new nominations to be made someone should make a motion that nominations close. The motion to close requires a "second".

"Motion to close nominations for the Chairperson and Vice-Chairperson positions."

3. Election using the ballot provided. Board Members/Commissioners write in their choice from those nominated and pass the ballots to staff for tabulating.

4. Staff will announce results.

5. Election of Chairperson and Vice-Chairperson require a motion and a "second."

"Motion to elect Board Member/Commissioner_____ for the position of Chairperson of the _____ for a period of one (1) calendar year, commencing with the February 17, 2026 meeting."

"Motion to elect Board Member/Commissioner_____ for the position of Vice-Chairperson of the _____ for a period of one (1) calendar year, commencing with the February 17, 2026 meeting."

Assumption of the roles of Chairperson and Vice-Chairperson may commence immediately following the vote.



Ballot
PRC Election of Chairperson & Vice-Chairperson
Tuesday, February 17, 2026

Please write in your choice for Chairperson and Vice-Chairperson from those nominated tonight:

Chairperson: _____

Vice-Chairperson: _____

Votes will be tallied and announced immediately following the vote.



COMMISSION MEMORANDUM

To:	Oakdale Parks and Recreation Commission
From:	Cory Tietz, Public Works Director
Date:	February 17, 2026
Subject:	2026 Park Improvement Plan

BACKGROUND

At the City of Oakdale City Council meeting held on January 27, 2026, the City Council approved the contract for final design and construction administration services for City Projects P2026-01 (Tanners Lake Park), P2026-02 (Tower Park), and P2026-05 (Golfview Park) to LHB Corp.

As a result of this approval, City Staff and members from LHB will provide the commission with an overview of the scope of work for each park, a review of the engagement plan, and a preliminary schedule for all associated work.

PARKS AND RECREATION ACTION REQUESTED

No action requested at this time.

Attachment

2026 Park Improvement Plan



OAKDALE 2026 PARK IMPROVEMENTS- TANNERS LAKE, TOWER & GOLFVIEW PARKS

02.17.2026 | PARKS AND RECREATION COMMISSION

Planned 2026 Improvements

- 

An aerial photograph of a property with overlaid contour lines and elevation markers. The property is bounded by Hadley Ave. to the north and 56th St N to the south. The map shows a large, irregularly shaped lot with a central area of low elevation (around 980-990 feet) and a higher, more wooded area to the north. A parking lot and a building are visible in the southeast corner. Contour lines are labeled with elevations such as 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, and 1000. The map also shows a road network and a body of water to the west.

[illegible]

TOWER PARK

Planned 2026 Improvements:

- Replace and expand playground
- Upgrade surfacing from sand to engineered wood fiber
- Add accessible trail from 8th Street to playground
- Add small seating area near playground
- Restore turfgrass on hillside for events (pop-up slip and slide, sledding)

Existing Conditions



Approved Master Plan



TANNERS LAKE PARK

Planned 2026 Improvements:

- Replace and expand playground
- Improve and add accessible trails
- Convert turn-around off of Glenbrook Ave to small parking lot
- Improve pickleball and tennis court area. Convert basketball court to tennis.
- Add plaza with shaded seating at pickleball and tennis courts
- Improve ballfield drainage
- Improve boat launch ADA parking
- Improve wayfinding and signage
- Install raingardens and stormwater basins to treat stormwater runoff

Existing Conditions



Microsoft Corporation © 2026 Maxar © CNES (2026) Di

Approved Master Plan



COMMUNITY ENGAGEMENT SCOPE

This task includes the following activities:

- **Engagement Plan**
- **Combined in-person open house for all parks**
- **Golfview and Tower Parks Specific Engagement**
 - Online survey creation
 - In-person pop up event (two total, one for each park)
 - Graphic layout for direct mailings
 - Graphic layout for yard signs
 - Graphic layout for social media content
- **Tanners Lake Park Specific Engagement**
 - Online survey creation
 - In-person pop up events (two total)
 - Graphic layout for direct mailings
 - Graphic layout for yard signs
 - Graphic layout for social media content














We are proposing a more extensive engagement process for Tanners Lake Park and a neighborhood-focused level of engagement for Tower and Golfview Parks that focuses on playground equipment options.



PRELIMINARY SCHEDULE

2026

January <ul style="list-style-type: none">Contracting Kick-off meeting	February <ul style="list-style-type: none">Geotech & survey beginSite Visits Engagement planning/overall scheduling begins Review Tower & Golfview with Park Commission	March <ul style="list-style-type: none">Review geotech & survey resultsStart concepts for Tanners Lake ParkDevelop Tower & Golfview to SD level Present Tower & Golfview SD & costs to City Council for approval/notice to proceed to CDsEngage playground vendors about options/costs	April <ul style="list-style-type: none">Develop 90% plans for Tower & GolfviewDevelop play equipment options with vendor for Tower & Golfview DRC meeting: Tower & Golfview update, concepts for Tanners Lake Engage stakeholders to discuss Tanners Lake concepts	May <ul style="list-style-type: none"> Engage neighbors to review Tower & Golfview playground optionsFinalize bid documents for Tower & Golfview & order playground equipment Bring Tanners Lake SD concept & costs to Parks Commission & City Council for approval/notice to proceed to CDs	June <ul style="list-style-type: none">Wrap up bidding & equipment procurement for Tower & GolfviewBegin DD documentation for Tanners Lake Public open house with updates on all parks, including Parks Commission participationConduct additional geotech, if needed
July <ul style="list-style-type: none">Start construction for Tower & GolfviewTanners Lake 65% set ready for entitlement start & cost estimateConduct wetland delineation, if needed Pop-up event & online survey for Tanners Lake playground DRC meeting: review DD estimate & engagement for Tanners Lake	August <ul style="list-style-type: none">Develop Tanners Lake CDsContinue construction for Tower & Golfview	September <ul style="list-style-type: none">Tanners Lake 95% set ready for final cost estimate & reviewFinalize play equipment/ equipment optionsContinue construction for Tower & Golfview	October <ul style="list-style-type: none">Finalize Tanners Lake bid documentsContinue construction for Tower & Golfview	November <ul style="list-style-type: none">Complete construction for Tower & GolfviewBid Tanners LakeSecure equipment purchasing for Tanners Lake	December <ul style="list-style-type: none">Wrap up close-out requirements for Tower & GolfviewEngage with Tanners Lake contractor to plan for 2027 construction start

2027

January-February <ul style="list-style-type: none">Contractor procurement paperwork, permitting requirements	March-April <ul style="list-style-type: none">Start construction for Tanners Lake	May-August <ul style="list-style-type: none">Continue construction for Tanners Lake	September-October <ul style="list-style-type: none">Tower & Golfview warranty walks	November-December <ul style="list-style-type: none">Complete & close-out construction for Tanners Lake
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2028

September-October <ul style="list-style-type: none">Tanners Lake warranty walks
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 Meeting  Engagement Event



COMMISSION MEMORANDUM

To:	Oakdale Parks and Recreation Commission
From:	Cory Tietz, Public Works Director
Date:	February 17, 2026
Subject:	New Park Naming Discussion

BACKGROUND

At the City of Oakdale City Council meeting held on February 10, 2026, the City Council approved the final budget and park plan for a new City Park located near 3rd Street North and Henslow Avenue North. City Staff will share the final design of the park and provide an estimated construction timeline.

Following the establishment of the new park, City Staff will invite the Parks and Recreation Commission to submit suggestions for potential park names at an upcoming commission meeting. In anticipation of this meeting, City Staff will review City Policy MIS-019: Donations to Parks; Memorials in Parks; Installation, and Maintenance; Naming of Parks; Facilities; and Events Gifts made to the City to ensure Commission Members are informed of the established guidelines for the naming of future parks.

PARKS AND RECREATION ACTION REQUESTED

No action requested at this time.

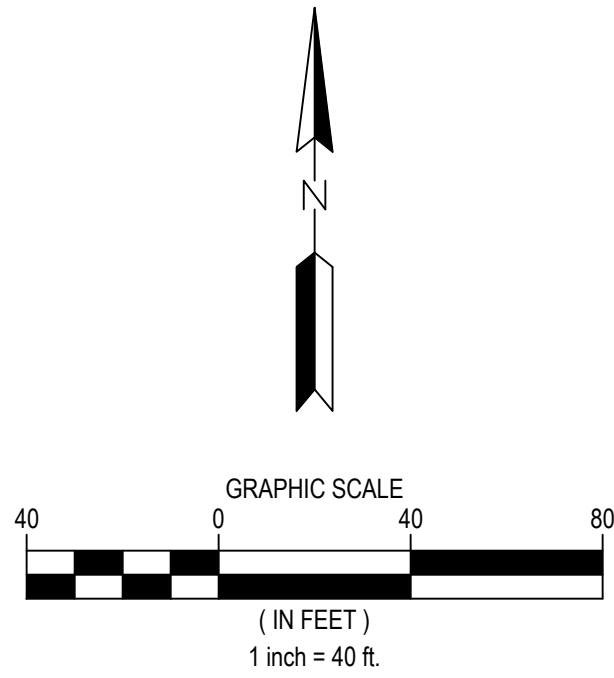
Attachment

New Park Naming Discussion

Helmo Station Site Plan Color Rendering

2/20/2026 10:49 PM

C:\Users\mimmed\OneDrive\Documents\Projects\Enclave_Helmo_Station\Drawings\Site Plan_Pk.dwg 2/20/2026 HMMERCH, MICHAEL



733 S MARQUETTE AVE
UNIT 1000
MINNEAPOLIS, MN 55402
PHONE: (612) 712-2000
WWW.STANTEC.COM

CLIENT:



ENCLAVE - HELMO STATION
PARK IMPROVEMENTS

TBD 3RD ST N
OAKDALE, MN 55128

PROJECT TITLE:

DATE:	DESCRIPTION:	ISSUE NO.:
05/21/2025	DL PERMIT SUBMITTAL	7
06/23/2025	90% PROGRESS SET	8
12/17/2025	BID SET	9
02/03/2026	CITY REVISIONS	10

CERTIFICATION:
I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION, OR REPORT WAS
PREPARED BY ME OR UNDER MY
DIRECT SUPERVISION AND THAT I AM A
DULY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE
STATE OF MINNESOTA.

PATRICK W. SVEUM

LICENSE NO.: 54244

DATE: 02/03/2026

PROJECT NO.: 190300053

DWN BY: STW CHKD BY: MDH APP'D BY: PWS

ISSUE DATE: 02/03/2026

ISSUE NO.: 10

SHEET TITLE:

OVERALL SITE PLAN

SHEET NO.:

C-101

Standard Operating Policy City of Oakdale

Policy Number:	MIS-019
Pages:	7
Subject:	Donations to Parks; Memorials in Parks; Installation, and Maintenance; Naming of Parks, Facilities, and Events; Gifts Made to the City
Approved:	2021 Amended: 11/2021, 08/2023

1.0 General

- 1.1 The purpose of this policy is to establish standards and procedures for the installation, care, and maintenance for Donations made to city parks, Gifts Made to the City, and for Memorials purchased by members of the public to be placed in parks. This policy does not apply to the Donation of buildings or land to the city.
- 1.2 The city desires to encourage Donations to its parks while at the same time manage aesthetic impacts and mitigate ongoing maintenance costs.
- 1.3 The city desires to provide members of the community the opportunity to remember or honor a loved one by purchasing a Memorial to be placed in a city park.
- 1.4 The city and the community share an interest in ensuring the best appearance and aesthetic quality of its parks. Park donations and park memorials should be in keeping with applicable master plans for the respective parks.
- 1.5 The city and the community share an interest in ensuring that all Donations and Memorials remain in good repair and that short- and long-term maintenance costs remain reasonable and do not create an undue or unknown burden to city parks staff.
- 1.6 The city reserves the right to decline any Donations or Memorial if, upon review by the city administrator, acceptance of the Donation or Memorial is determined to be not in the best interest of the city.
- 1.7 This policy will apply to all Donations, Gifts, and Memorials made after its approved date. Donations and Memorials made prior to the adoption of this policy shall be subject to applicable sections of this policy.

2.0 Definitions

“City” means City of Oakdale, Minnesota.

“Donation” examples shall include signage, kiosks, wayfinding, public art, equipment, or landscaping proposed and paid for by a member of the public or nonprofit organization.

“Gift” means real or personal property, including money offered for the benefit of the City.

“Memorial” examples shall include benches, trees, rocks, or engraved paver selected and paid for by a member of the public.

3.0 Gifts and Donations Made to the City, Resolution Required

- 3.1 Pursuant to Minnesota State Statute § 465.03, at such times as a City employee or official learns that a gift is offered to the City, details shall be provided to the City Administrator and to the City Clerk so that a report may be presented to the City Council for their consideration.
- 3.2 At such times that the City Council accepts any Gift or Donation, the City Council must adopt a resolution accepting the gift, in accordance with any terms prescribed by the donor and agreed to by the City, and said resolution must receive affirmation by two-thirds of the members of the City Council. The City may not accept gifts of religious or sectarian purposes.

4.0 Standards for Donations

- 4.1 Proposed donations for a park should conform to the master plan for the park. If no plan exists, or if a plan exists but does not identify the specific park element proposed to be donated, city staff may consider accepting the donation under these conditions:
 - 4.1.1 Proposed donation meets a true need of the park.
 - 4.1.2 Proposed donation does not interfere with the intended current or future use of the park.
 - 4.1.3 Proposed donation does not require the relocation of other equipment or infrastructure to accommodate the donation.
 - 4.1.4 Proposed donation is of high quality to ensure a long life, stand up to general use, and be resistant to the elements and acts of vandalism.
 - 4.1.5 Proposed donations that will necessitate atypical maintenance, such as a perceived difficulty in obtaining or recreating unique components or replacement parts, or significant staff time will not be approved.
- 4.2 All donation proposals must include true costs such as city staff time to prepare the site, city staff time to install the donation, materials, and associated permits.
- 4.3 The city has an interest in ensuring that the donor covers the full cost for the purchase and installation, where applicable, of their donation. The city also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available.
- 4.4 The donation shall be the sole property of the city; the donor shall have no legal interest in the donation. The city may relocate the donation for any reason, including for safety, maintenance, or redevelopment of park land. The city will make a reasonable effort to notify donors of any significant change to the amenity; however, it is the donor's responsibility to keep their contact information current with the city.

5.0 Review and Approval Process for Park Donations

- 5.1 The parks superintendent shall manage and process all donations proposed for city parks. The parks superintendent shall pre-determine and maintain a detailed directory of:
 - 5.1.1 The parks in the city that allow donations,
 - 5.1.2 The types of donation(s) allowed,
 - 5.1.3 The total number of each type of donation allowed in each park,
 - 5.1.4 The specific location of donation(s) allowed in each park, and
 - 5.1.5 Where donations have been placed, and type thereof.

The initial directory shall be reviewed by the parks and recreation commission.

- 5.2 The donor shall present a plan to the parks superintendent detailing the purpose of the donation as well as the proposed design, required materials, location, maintenance plan, and anticipated lifecycle of the donation. Details shall also be provided if the donor plans to enlist the aid of volunteers for the installation of the donation.
- 5.3 The parks superintendent shall determine whether typical maintenance costs for the anticipated lifecycle would fall below or above \$1,000. Typical maintenance costs are described as those that can be achieved by parks division staff with equipment and tools in the possession of the Public Works Department.
- 5.4 When typical maintenance costs will likely be at or below \$1,000 for the anticipated lifecycle of the donation, the parks superintendent shall provide a written recommendation to the public works director/city engineer on whether or not to accept the proposed donation as follows:
 - 5.4.1 A recommendation for approving donation requests should detail the item(s) being donated, proposed location(s), anticipated lifecycle of the donation, and associated maintenance costs.
 - 5.4.2 A recommendation for denying donations requests should detail all reason(s) for the denial.

The public works director/city engineer shall review the recommendation and present it to the city administrator for review/approval.

- 5.5 When typical maintenance costs will likely be above \$1,000 for the anticipated lifecycle of the donation, the parks superintendent shall provide a written recommendation to the public works director/city engineer on whether or not to accept the donation as follows:
 - 5.5.1 A recommendation for approving donation requests should detail the item(s) being donated, proposed location(s), anticipated lifecycle of the donation, and associated maintenance costs.
 - 5.5.2 A recommendation for denying donations requests should detail all reason(s) for the denial.

The public works director/city engineer shall review the recommendation and present it to the city administrator. The city administrator shall review the recommendation and present it to the city council for review/approval.

- 5.6 The parks superintendent shall provide a written annual report to the city administrator of the types and locations of donations and memorials in city parks. The city administrator shall provide a copy of said report to the city council.

6.0 Review and Approval Process for Park Memorials

- 6.1 The parks superintendent shall manage and process all memorials for city parks.
- 6.2 The parks superintendent shall identify the cost for each type of memorial offered by the city that includes, if appropriate, cost to the city to acquire the memorial, engraving, concrete pad, planting, installation, and maintenance, for inclusion on the city's fee schedule. At such times

that cost adjustments for memorials are warranted, the parks superintendent shall submit such a request to the finance director prior to adoption of the city's fee schedule for the next year.

6.3 The parks superintendent shall pre-determine and maintain a detailed directory of:

- 6.3.1 The parks in the city that allow memorials,
- 6.3.2 The types of memorial(s) allowed,
- 6.3.3 The total number of each type of memorial allowed in each park,
- 6.3.4 The specific location of memorial(s) allowed in each park, and
- 6.3.5 Where memorials have been placed, and type thereof.

The initial directory shall be reviewed by the parks and recreation commission.

6.4 The following memorials shall be offered by the city.

- o Bench (Engraved)
- o Tree (Species as approved by the city forester)
- o Rocks (Engraved or with engraved plaques)
- o Engraved Paver at the Oakdale Veterans Memorial
- o Engraved Paver at the Oakdale Discovery Center

6.5 The price for memorials shall be part of the city's fee schedule and shall include:

- o Bench: From those offered by the city to include engraving, concrete pad, installation, and maintenance.
- o Tree: From species approved by the city forester, planting, maintenance.
- o Rocks: Engraved or with Engraved Plaque: Rock, engraving, installation, and maintenance.
- o Engraved Paver at the Oakdale Veterans Memorial: Paver, engraving, installation, and maintenance.
- o Engraved Paver at the Oakdale Discovery Center: Paver, engraving, installation, and maintenance.

6.6 Memorials shall be the sole property of the city; the purchaser shall have no legal interest in the memorial. The city may relocate the memorial for any reason, including for safety, maintenance, or redevelopment of park land. The city will make a reasonable effort to notify the purchaser of any significant changes; however, it is the purchaser's responsibility to keep their contact information current with the city.

6.7 Wording on a memorial bench shall be subject to the approval of the parks superintendent, should be as brief as possible, and be limited to phrases such as: "In Loving Memory of", "Dedicated to", or "In Honor of", etc.

6.8 Decoration or adornment of memorials can interfere with routine maintenance and the appearance of the memorial. As such, decorations and adornments will be allowed to remain in place until such time as removed by the parks division.

6.9 The parks superintendent shall provide a written annual report to the city administrator of the types and locations of donations and memorials in city parks. The city administrator shall provide a copy of said report to the city council.

7.0 Donations for Multi-Year Projects or Community Memorials

- 7.1 When an entity offers to donate to the city a partial monetary donation over a pre-determined and agreed upon number of years to realize the completion of a specific project, excluding buildings, and the review and approval process is followed as documented above. If approved, the city and the entity shall enter into a written agreement that includes (not all-inclusive):
- a. Amount of donation the entity will pay to the city each year.
 - b. Entity to donate project to the city at completion of project.
 - c. Entity to release any claims of ownership at completion of project.
 - d. Steps to be taken if donation isn't received as anticipated (such as cancellation of project).
- 7.2 At such times that the city plans to create a memorial in the community and invite members of the public to make monetary donations to the city toward said memorial, such donations will be returned to each donor in the event that a determination is made that the memorial project will not proceed.

8.0 Ongoing Maintenance of Donations and Memorials

- 8.1 The parks superintendent shall manage the maintenance of all approved and authorized donations and memorials placed in city parks by regular and seasonal parks staff.

9.0 Removal of Donations or Memorials

- 9.1 Items that are living, such as but not limited to, landscaping, flower beds, and trees, become city property upon planting. If a tree or landscaping becomes overgrown, unkempt, diseased or dies, the parks superintendent will call for its removal.
- 9.2 Items such as, but not limited to, signage, kiosks, wayfinding, public art, equipment, and benches become city property upon installation. If an item becomes unserviceable or no longer meets a public need at its location, the parks superintendent will call for its removal.

10.0 Naming New Parks, Facilities or Community Event After a Person

- 10.1 Naming of new parks, facilities, and community events in the city may honor persons who have contributed to the betterment of the community. Generally, a naming suggestion is introduced in recognition and appreciation of a substantial gift to the city. In some instances, the acceptance of land donated to the city can be named by deed restriction by the donor and subject to approval by the City Council. Naming a new park, facility, or event must not conflict with public grant funding policies established by state and/or federal grant funding programs. In addition, a name may be proposed based on other criteria beyond a gift if an individual has provided long-standing or distinguished service to the community.
- 10.2 All viable requests relating to naming a new park, facility, or event shall be presented to the city council. The city council has final approval and may reject any naming request. Requests presented to the city council should include an estimate of any costs associated with naming.
- 10.3 The following will be considered by the city council when naming a new park, facility, or event after a person, living or non-living:
- 10.3.1 One who significantly contributed to the acquisition or development of the park, facility, or event.
 - 10.3.2 One who provided extraordinary service to the community.
 - 10.3.3 One who provided an extraordinary gift or contribution to the community.

- 10.4 Preference will be given to names of persons that constitute enduring, honorable fame to the community. Honorable is defined as high respect; fame is defined as having great renown in the community.
- 10.5 Naming of a new park, facility, or event after a non-living person should be held off until at least one year after their passing to ensure the individual's contributions or accomplishments will stand the test of time and that the decision is not made on an emotional basis.
- 10.6 New parks, facilities, or events that may be named include: parks and open space areas, sports facilities, recreation facilities, recreation centers, beach property, athletic fields, athletic complexes, tennis/volleyball/basketball/pickleball courts, community centers, gazebos, meeting rooms, and events.
- 10.7 The following may not be considered to be named or renamed: City owned buildings such as city hall, council chambers, public safety (fire, police, public works) facilities, the Discovery Center, and operational facilities such as water towers, pump stations, and well houses.

11.0 Naming or Renaming Parks

- 11.1 When considering naming a new park, when the name is consistent with the name of the plat, no additional approvals are required. However, when a request is made to name a new park that is not consistent with the name of the plat, staff shall present the suggested name(s) to the city council. The city council has final approval and may reject any naming request.
- 11.2 If a request is made to rename an existing park and the park has a naming rights agreement, as noted in Sec. 13.0, in place or other significance, staff will prepare a report to the city council outlining the new naming request and provide details of the existing naming rights agreement or other significance. The city council shall follow this process:

Step 1: Staff will notify the public 14 days prior to consideration before the city council as follows:

- By placing an advertisement in the city's official newspaper,
- Posting notice on the city's website,
- Posting notice on the city's social media sites.

Step 2: The city council will review the proposed name, solicit input from the public, and discuss the merits of the proposal and make a decision. If the city council chooses not to approve the recommended name, staff will notify the requestor of the city council's decision and the matter will end.

12.0 Naming Facilities

- 12.1 Naming a new facility presents an opportunity to raise funds for the capital project. A building may be named after an individual or group if a minimum contribution of 50 percent of the project/fundraising goal is donated. Unnamed facilities may be named through the establishment of an endowment equivalent to 25 percent of the determined fair market value of the facility or complex. There may be rare exceptions to the minimum donor contribution required as recommended by the city administrator to the city council and if approved by the city council.

- 12.2 An individual or group may have an opportunity to name additions, amenities, or renovations to existing facilities. A minimum requirement is a contribution of 50 percent of the project/fundraising goal, or alternatively, a minimum contribution of one million dollars. Portions of a facility or complex may be named for a donor if the donation is equal to the cost of constructing and installation of that portion of the facility or complex. Examples would be scoreboards, individual rooms in a facility, etc. There may be rare exceptions to the minimum donor contribution required as recommended by the city administrator to the city council and if approved by the city council.
- 12.3 If a facility is in the city's strategic plan, city staff and community groups will solicit donors on behalf of the approved facility or amenity project. An individual or group donor may approach the mayor, city council, or city staff to make a donation. The city administrator will discuss the terms of the donation with the individual or group. The donor should be encouraged to give to an approved project; however, if it involves a new project, the city council will consider it for possible inclusion in the strategic plan. If so approved, city staff will draft an agreement between the city and the donor for consideration by the city council.

13.0 Renaming a Facility

- 13.1 An individual or group wishing to change the name of an existing facility must provide a written request with justification to the city administrator. Upon receipt of this written request, staff will complete a report. If the name of the existing facility has no prior naming rights agreement in place or other naming significance, then the city council will review the request. The city council has final approval and may reject any naming request. If the existing name of the facility has other significance, then the city council will follow the following process:

Step 1: Staff will notify the public 14 days prior to consideration before the city council as follows:

- By placing an advertisement in the city's official newspaper,
- Posting notice on the city's website,
- Posting notice on the city's social media sites.

Step 2: The city council will review the proposed name and the merits of the proposal and make a decision. Public comments will be taken. If the city council chooses not to approve the recommended name, staff will notify the requestor of the city council's decision and the matter will end.

14.0 Naming Rights Agreement. Details may include:

- The amount of the donation and terms of the payment.
- Process and description of how the donors are recognized, who would pay for the recognition, address potential logo changes or business closing, etc.
- Consent to use name / copyrighted image for sponsorship.
- A copy of all agreements must be executed by the parties and filed with the city clerk after city council approval.
- Term of the agreement as to name.
- Consideration as to operation and maintenance.

MEMORANDUM

TO: Cory Tietz, Public Works Director
FROM: Julie Williams, Recreation Superintendent
DATE: February 13, 2026
SUBJECT: Recreation Department Monthly Update – February/March 2026

The following information is provided to the City Administrator and Parks and Recreation Commissioners as information only. There is no need for any official commission, council, or administrative action; but rather, this is an effort by staff to keep you informed of the department's day-to-day operations.

1. SPRING NEWSLETTER

The spring newsletter arrived in mailboxes last month. The department has been busy taking registrations for upcoming programs. The newsletter covers the months of February through May.

2. AARP TAX ASSISTANCE

The Discovery Center is once again acting as a tax assistance site for AARP on Mondays through April 20. Appointments filled in three days!

3. INDOOR MARKET

Throughout the winter season, the market has maintained its commitment to providing local products to the community. Although unseasonably cold weather on market dates has impacted overall foot traffic and some vendor participation, our core offerings remain strong. We are excited to introduce TNT Coffee alongside new vendors like Specialty Spores and North Star Pie Co., while continuing our partnership with long-running favorites such as Ruhland Strudel Haus, Bit Mad Bakery and Natasha's Pierogis. The season concludes with three upcoming dates: February 21, March 7, and March 21.

4. SNOWSHOE RENTALS

Snowshoe rentals began in late December. Rates are \$6/person for a two-hour rental. The season has been slow with only 14 rentals, and the snow is quickly dwindling!

5. ICE RINKS/WARMING HOUSES

It's been a great winter for our skaters! Our 11 hardworking rink attendants have kept the warming houses at Walton and Eastside Park running smoothly since early January. While we've had to navigate a few weather-related blips, the ice has been great and the skaters even happier. We're hoping to keep skating through the end of the month, though we're keeping a close eye on those 50-degree temperatures predicted for this weekend.

6. ART GALLERY

Wildlife photography is on display in the Oakdale Discovery Center's Art Gallery through February. The two photographers, Tammy Wolfe and Betty Most, are both originally from River Falls, Wisconsin, share a love of animals that began in their childhood, and love to go on adventures outdoors bringing along their camera and sharing the experience with others. Many of the animals, including owls, birds, and deer in the photos are found locally. There are also animals featured from a wider range of the United States like wild horses and moose.

7. SNOW SCULPTURE CONTEST

The department will accept photo entries through March 31. This year's theme is "Favorite Animal or Pet". The winning snow sculpture will receive a winter themed goodie basket. We are still waiting to receive our first submission.

8. SKATE & PAINT DAYS

The department expanded its winter programming this year with the introduction of 'Family Skate and Paint' events. Building on the success of the January debut, a second event is planned for Valentine's Day, featuring themed activities, seasonal refreshments, and a craft station.

9. INDOOR GARAGE SALE

The annual Indoor Garage Sale will be held on Saturday, April 11 from 9 AM to 1 PM. 500 to 600 or so shoppers typically attend the sale, shopping 40 tables of unique garage sale goods. Booths are sold out once again!

10. ASTRO AND SOUND SESSIONS

We are thrilled by the overwhelming response to our new Astro and Sounds program! Since launching this past fall, Wellness Practitioner Kali Higgins has brought transformative sound therapy to the Oakdale Discovery Center. These monthly sessions—which combine meditation and relaxation with the astrological full moons—have consistently filled. We are excited for another round of additional classes for the spring season!

11. SPRING EQUINOX TEA

Following the success of our Astro and Sound sessions, we have added a new Spring Equinox Tea and Sound Bath with Kali Higgins. This practice uses tea to dive into a deeper presence, stillness and connection along with sound therapy.

12. COMMUNITY WALK

The highly popular Community Walk will resume April 1 and run through October. Participants will earn rewards for walking in the Oakdale Nature Preserve. Registration is now open in person and online.

Miles	End of Season Reward
25	Select Oakdale Branded Merchandise
100	100 Mile Club T-Shirt, Select Merchandise
150	150 Mile Club Sweatshirt, 100 Mile Club T-Shirt, Select Merchandise

13. EMPLOYMENT OPPORTUNITIES

The department is now hiring Summer Recreation Program Instructors. Applications and job descriptions can be found on our website. We are accepting applications through the end of March. Interviews will be held in late March through early April.

14. FAMILY FUN FLATIBLES EVENT

Want to get your business in front of local families? We're seeking sponsors for our incredibly popular Family Fun Flatibles event this September! This event relies on the support of our local business community to keep the fun bouncing. It's a fantastic way to boost your visibility while supporting a local family favorite event. Interested? Reach out to Nathan Timmons at Nathan.timmons@oakdalemn.gov for more details!