



AGENDA
PARKS, RECREATION & NATURAL RESOURCES COMMITTEE
MEETING

April 1, 2026 - 6:00 PM
Lake Marion Conference Room

1. Call to Order

2. Approval of the Minutes
 - a. March 4, 2026 Meeting Minutes

3. Citizen Comments

4. Discussion Items
 - a. 30 | Heritage Center Update and Information Sharing
 - b. 20 | Draft Mobile Food Vendors in City Parks Policy
 - c. 20 | Draft Parks System Master Plan Trail Map
 - d. 20 | Parks System Master Plan Project Team Update

5. 30 | Staff Report

6. Adjourn

**CITY OF LAKEVILLE
PARKS, RECREATION & NATURAL RESOURCES COMMITTEE
MEETING MINUTES
March 4, 2026**

Committee Chair Weberg called the meeting to order at 6:00 p.m. in the Lake Marion Conference Room.

Members Present: Holly Weberg, Steve Henneberry, Vicki Schwartz, Pat Sauer, Dan Volkosh, Mark Engler, Renee Brekken

Members Absent: Saima Ali, Shahid Nadeem

Staff Present: Parks and Recreation Director Joe Masiarchin, Arts Center Manager Nicki Pretzer

1. Approval of February 4, 2026 Meeting Minutes

Volkosh made a motion, seconded by Henneberry, to approve the February 4 , 2026, with correction as noted by City staff.

Ayes: unanimous

2. Citizen comments

No citizens were present.

3. Arts Center Update

Arts Center Manager, Nicki Pretzer attended the meeting to provide an update on the Lakeville Area Arts Center (LAAC).

Performing Arts

In 2025, the LAAC hosted 174 performances, including concerts at the Performing Arts Building, Live at the Lake, Pub Nights, and Coffee Concerts. It also offered 88 theater performances, such as comedy shows, dance performances, and puppet shows. Overall, more than 19,000 tickets were sold.

Visual Arts

Since acquiring the 13,500 square foot Alternative Learning Center and transitioning it to the Fine Arts Building, ceramics/pottery, painting, drawing and fiber programs have increased in offerings and number of spots available. The facility has two fully equipped ceramics studios, glazing room, open studio space and two kiln rooms. The facility also offers two rehearsal spaces, conference room, office and art shop. The new facility has allowed for:

- 300+ Fine Arts classes
- 2,000+ participants
- An 82% increase in Adult Fine Art Classes
- A 32% increase in Youth Fine Art Classes
- Summer camp offerings have expanded to include 11 weeks
- New Art History Lecture Series

Summer Program Registration is off to a good start since opening on February 12 with 484 unique enrollments and \$72,270 in program revenue. The 2025 summer registration season closed with 1,212 unique enrollments and \$181,718 in program revenue. New this year, Arts Center memberships were offered. Membership benefits include early access to seasonal enrollments and discounts on some performances and concerts.

Facility Updates

With the purchase of the Fine Arts Building, a well-loved playground was acquired, and it is due for replacement this year under the City's standard replacement schedule. The site will undergo extensive landscaping and drainage upgrades as part of the playground replacement. QA-1 donated \$90,000 towards the project, the funding will be applied to poured-in-place surface material and the playground will be fully accessible. A sculpture designed by Greg Mueller, commissioned by the Friends of the Lakeville Area Arts Center (FLAAC), will also be installed at the playground. The addition of an art fence designed by Yardly Arts will provide a unique play experience for the frequent visitors to the playground. The project is expected to be completed this summer.

A new gas kiln was donated by the FLAAC, this addition will allow for extended firing times and increase in glaze color results. Renovations to the building were made including driveway improvements, a new garage door and kiln room renovation. A Glowforge Laser Cutter was partially funded by the FLAAC and Delmar Co. The new equipment was utilized for the 2025 Community Art Project and will also be used for pottery programs.

Committee Discussion

Committee members asked for an update on the success of Gap Care and all-day summer camp offerings. Gap Care has taken a couple of years to get off the ground. This is the second summer that a full 11-week summer camp schedule with Gap Care is being offered. Registration is going steady and staff does not anticipate having to cancel any sessions of Gap Care this year. In staff's experience, Lakeville as a community leverages all-day camps with Gap Care are most popular Monday-Thursday but staff will continue to monitor registration and make adjustments based on enrollment trends.

Have comedy performances done well? There has been enough interest to continue offering comedy performances, staff is exploring new performers to see what is popular in the community. The Looney Lutherans are scheduled to perform in May, 53 tickets have been sold so far.

How are performers chosen for the playbill? Staff tries to stay up to date on market trends, word of mouth and recommendations from patrons. There is an application process and staff reviews these on a regular basis.

How is revenue driven? Staff tries to remain within the market or lower than comparable communities. Incremental increases to fees have been made where feasible and the cost of additional supplies is taken into consideration when setting fees. Programs must be self-funded, including facility, staff, and supply costs. Part of the Arts Center's mission is to provide programming opportunities to as much of the Lakeville community and the wider area.

Are there opportunities to purchase art? Yes, several art shows are hosted each year, including the Pan-O-Prog and Holiday Arts Shows and the Annual Art Festival. Staff at the Fine Arts Building has recently overhauled their art shop which is open to the public whenever the facility is open. Art pieces are also available for purchase in the Performing Arts Building as space allows.

4. Splash Pad Policy Discussion

Staff presented a draft splash pad policy in preparation for the opening of Grand Prairie Park. The policy outlines general public usage and guidelines for organizations using the facility. The intention is to ensure that the neighbors and the Lakeville community have predominant access to the facility and that it is not over-utilized by large groups. Staff has determined that Tuesdays and Thursdays are designated organization days; day cares, school groups, and other field trip groups must purchase a usage permit for groups of 15 or more. A limited number of organization permits will be allowed on these days.

Committee Discussion

The committee asked about the opening time and season. 10 a.m. daily opening time was chosen to allow Park Maintenance staff enough time to test chemicals and complete other maintenance duties. If adjustments are needed, this allows plenty of time. If there is the ability to extend the open season, staff will do so.

What will happen if groups show up without having purchased a permit? Staff will manage usage as we are able and groups will be asked to purchase a permit or leave. Groups that are at the facility outside of the designated group days will be asked to leave. Staff believe that it is important to set good habits this first year. There is permanent signage posted at the park with this information.

Can the general public use the splash pad on group days? Yes, the facility is always open to the public. A group usage permit does not allow for exclusive access to the facility or any other amenities located at the park.

Other recommendations of changes to the policy were made, including marijuana in the prohibited substances list, clarification on where alcohol is allowed in the park, and other items. Staff will make adjustments to the policy before posting to the City's website.

5. Staff Report

This year's Advisory Appreciation Dinner is tentatively scheduled to be held at Grand Prairie Park during a town ball game. Additional details will be sent out to the committee in the coming weeks.

Construction at Grand Prairie Park continues with the main building and field support building nearing completion. The grandstand is tentatively scheduled to be complete by mid-May, the roof installation and remaining steel work is currently underway. The pickleball courts, playground and challenge course will open once the pickleball court nets are installed. Signage will be installed to clearly mark active construction areas for the public. The splash pad will open going into Memorial Day weekend and a park grand opening has been scheduled for June 1.

The plans and specifications for the Lake Marion Greenway Trail are set to go out to bid in the next couple of weeks. Project construction will begin after July 1.

The East Community Park Phase II bid package will be released to bidders late this week.

7. Other Business

No other business.

Sauer made a motion, seconded by Volkosh, to adjourn the March 4, 2026 meeting.

Ayes: unanimous

8. Adjourn

Meeting 7:30 p.m.

DRAFT



Memorandum

To: Parks, Recreation, and Natural Resources Committee
From: Joe Masiarchin, Parks and Recreation Director
Date: March 27, 2026
Subject: Heritage Center Update and Information Sharing

Heritage Center Recreation Program Coordinator, Bridget Samson will provide an overview of Active Adults programming and other topics. Exciting changes are underway at the Heritage Center, including a branding overhaul and a brand-new newsletter template. Bridget will speak to these changes and more at our meeting.



Memorandum

To: Parks, Recreation, and Natural Resources Committee
From: Joe Masiarchin, Parks and Recreation Director
Date: March 27, 2026
Subject: Draft Mobile Food Vendors in City Parks Policy

Staff is proposing changes to the current Mobile Food Vendor Policy in anticipation of the 2026 season. Currently, vendors are allowed to serve as caterers for private reservations, special events, and community events, and to serve independently in the parks with approval. All vendors must pass a fire inspection and purchase an annual permit from the Fire Department for \$50. Currently, no additional fee is required by the Parks and Recreation Department, though staff processes permit paperwork for each request.

New in 2026, staff is proposing a \$100 annual permit fee that will permit mobile food vendors to set up at Grand Prairie and Antlers Parks. Currently, vendors can request daily permits to park at Antlers Park, with up to four trucks being allowed per day. Grand Prairie Park will also be added to our online booking system, with one truck permitted per day. This fee will offset the administrative costs associated with issuing vendor permits and other required paperwork. Vendors attending special events, tournaments, and private reservations would not be required to pay the additional fee, but would still be required to notify the Parks and Recreation Department per our current policy.

Staff is asking for input from the committee on the draft policy.



Mobile Food Vendors in City Parks Policy

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Purpose

This policy applies to all parties interested in selling food and beverages in Lakeville parks, including vending at athletic association games and tournaments. The Parks and Recreation staff will ensure that each vendor request meets all of the criteria listed in this policy prior to issuing a vending permit. An application, along with any applicable fees, must be submitted before vending begins. If a food vendor is hired to cater a private event as part of a facility reservation, a permit is not required. Events held at the Heritage Center that will have mobile food vendors on-site are required to complete the permit process.

Definition

A mobile food unit is defined as a food and beverage establishment that is: 1) a vehicle-mounted unit, either motorized or trailered; 2) readily movable without disassembling for transport to another location; or 3) a nonmotorized vehicle self-propelled by the operator that intends to sell food within City Parks.

Fees

- \$50 inspection fee due to the Fire Department for annual license
- \$100 vending fee due to the Parks & Recreation Department for annual permit

Policy

Food vendors are allowed in the parks at the discretion of the Parks and Recreation Department. Each food vendor request will be evaluated and approved only after the following requirements have been met:

- Mobile food vendors are only allowed at Grand Prairie and Antlers Parks, excluding special events, tournaments, private reservations, and neighborhood parties.
 - **One vendor will be permitted per day at Grand Prairie Park**
 - **Up to four vendors will be permitted per day at Antlers Park**
- The applicant must be the owner of the mobile food unit.
- The applicant has provided their full legal name, other names the applicant uses or is known by, date of birth and driver's license number or other acceptable identification of the person applying.
- An insurance policy that has been issued to the applicant by an insurance company authorized to do business in the state of Minnesota verifying that the applicant is insured against claims arising out of all operations of such applicant under this chapter for the sum of at least one million dollars (\$1,000,000.00) against liability for bodily injuries and for at least one million dollars (\$1,000,000.00) against liability for damage or destruction of property.
- All vendors must provide a copy of the related license or permit issued by the State of Minnesota required to operate a mobile food unit.
- The dates and hours of operation must be specified.

Contact Us

952-985-4600

recreation@lakevillemn.gov

LakevilleParksandRec.com

*Creating community through
people, parks and programs.*

- Mobile food units shall comply with all applicable Fire Codes and shall be inspected by a City Fire official prior to operation.
- The City reserves the right to deny vendor access to parks due to safety concerns and inadequate parking.
- No vendor can be in a park during a special event unless they are affiliated with that event and/or permitted by the Parks and Recreation Department. In addition, food vendors will not be allowed in parks where the City or an athletic association is operating concessions without prior approval from the athletic association and permission from the Parks and Recreation Department.
- The City reserves the right to enforce No Vending dates when needed. Communication will be sent to all current vending license holders regarding No Vending dates
- Beginning in 2024: In accordance with the City's agreement with Lakeville Brewing Company for Food and Beverage Service at Antlers Park, the City reserves the right to enforce "No Vending" or blackout dates for all other vendors if the profitability and/or viability of Lakeville Brewing's concessions operation is being negatively impacted by the operation of other vendors at Antlers Park. The decision to enforce the "No Vending" or blackout dates will be at the discretion of the Parks and Recreation Director. Vendors affected by these restrictions will be able to operate at other Lakeville park locations. The City will provide as much advanced notice as possible in these situations. This does not apply to vendors hired for food and beverage service at private events; vendors at private events must prominently post signage stating that no sales are permitted to the general public.
- **The sale of alcoholic beverages is prohibited.**
- Mobile food units shall not have a drive-through.
- Mobile food units shall provide an independent power supply that is screened from public view if it is not located on the food truck.
- Mobile food units shall not use any outside sound amplifying equipment, televisions or similar visual entertainment devices, lights, or noisemakers such as bells, horns or whistles.
- All waste, garbage, litter, and refuse shall be contained in leak-proof, nonabsorbent containers which shall be kept covered with tight-fitting lids and properly disposed of. No waste, garbage, litter or refuse shall be dumped or drained onto sidewalks, streets, gutters, storm drains or public trash receptacles.
- Any exterior signage for the food vending unit shall comply with Chapter 11-23 of the City Code.
- The approved license and permit shall be prominently displayed on the mobile food unit for the duration of the event.
- No vendor will be permitted by the Parks and Recreation Department without a license issued by the Lakeville Fire Department.
- An Annual Permit issued by the Parks and Recreation Department does not apply to City-affiliated special events where other entry fees may apply, i.e., Haunted Forest, Live at the Lake, or Pan-O-Prog.

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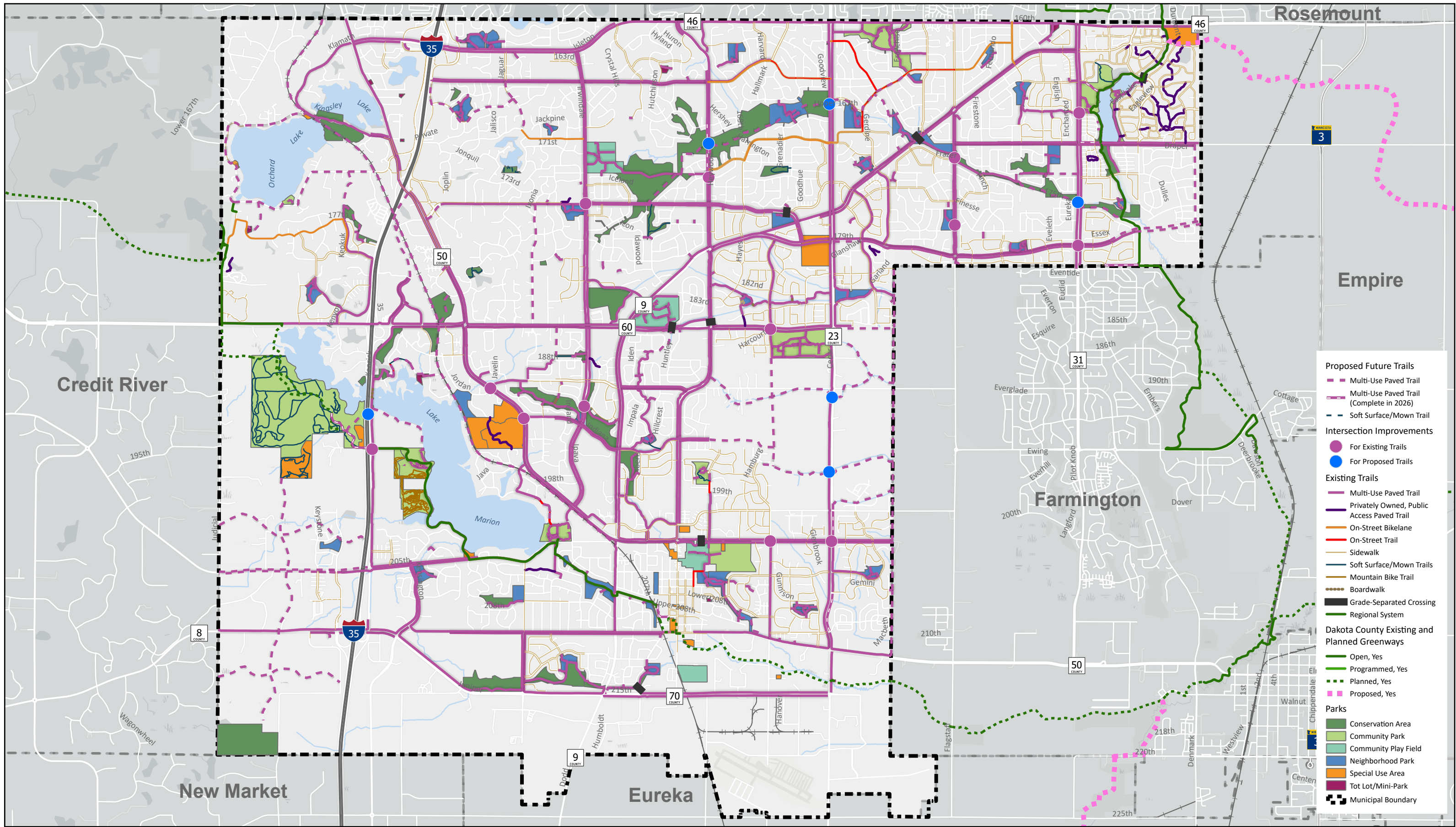


Memorandum

To: Parks, Recreation, and Natural Resources Committee
From: Joe Masiarchin, Parks and Recreation Director
Date: March 27, 2026
Subject: Draft Parks System Master Plan Trail Map

The consultant facilitating the Parks System Master Plan has completed a draft Parks System Master Plan Trail map outlining proposed trail gap connections identified in the needs assessment portion of the planning process. The proposed new trail segments are depicted in the purple dashed lines and existing trail segments in solid purple. The draft map also includes improvements to pedestrian crossings for both existing and proposed new trail segments.

Staff is asking the committee to review and provide feedback on the draft map.



Existing & Proposed Trail Network with Intersections





Memorandum

To: Parks, Recreation, and Natural Resources Committee
From: Joe Masiarchin, Parks and Recreation Director
Date: March 27, 2026
Subject: Parks System Master Plan Project Team Update

A project team meeting was held on March 23, City staff, advisory committee members and the consultant met to discuss the status of the planning process. Staff and committee members who attended will share an update on the meeting.