

1. 7:00 P.M. Agenda

Documents:

PR AGENDA.PDF
NOVEMBER MINUTES.PDF
ITEM 4.1 LILY POND PARK IMPROVEMENTS.PDF
ITEM 4.2 PRAIRIE PARK PHASE 1.PDF



PARKS AND RECREATION AGENDA
Tuesday, January 20, 2026
7:00 PM
Prairie Center

NOTES/ACTION 1/20/26

Call to Order

Roll Call:

1. Open Forum.
2. Consider Agenda For Approval.
3. Consider the Minutes:
3.1 November 18, 2025 Regular Meeting.
4. Unfinished Business.
4.1 Lily Pond Park Improvements
4.2 Prairie Park Phase 1
5. New Business
6. Parks and Recreation Director's Update.
7. City Council Reports.
8. Adjourn.

**The next Parks and Recreation Meeting
will be held February 17, 2026**

***“OTSEGO PARKS AND RECREATION, THROUGH ITS EMPLOYEES AND VOLUNTEERS, IS
COMMITTED TO PRESERVING HERITAGE WHILE PROVIDING QUALITY AND INNOVATIVE
SERVICES, PARKS, AND PROGRAMS TO RESIDENTS AND VISITORS.”***

**OTSEGO PARKS AND RECREATION Commission Meeting
Prairie Center
November 18, 2025
7:00 PM**

Call to Order.

Chair Kitty Baltos called the meeting to order at 7:00 PM.

Roll Call: Commissioners: Angie Dehn, Kurt Baldry, Matt Danzl, and Joe Tyberghein.

Absent: Commissioners: Jessica Schaffer, Stephanie McCool

City Council Members: Michelle Lund, Corey Tanner, and Ryan Dunlap.

Staff: Nick Jacobs, Parks and Recreation Director and Lauren O'Neil, Recreation Programmer

1. Open Forum.

2. Consider Agenda Approval.

Commissioner Tyberghein motioned to approve the agenda. Seconded by Commissioner Dehn. All in favor. Motion carried.

3. Consider Meeting Minutes.

3.1 October 21, 2025, Meeting Minutes.

Commissioner Dehn motioned to recommend to the City Council to approve the October 21, 2025, meeting minutes as written. Seconded by Commissioner Danzl. All in favor. Motion carried.

4. Unfinished Business.

5. New Business.

5.1 Capital Improvement Plan Review

Parks and Recreation Director Jacobs presented the memo.

After discussion, the commissioners received more clarity on trail maintenance/renewal. Clarity on location of Ebner Landing and type of terrain.

Director Jacobs broke down the different funds and provided insight on them.

Commissioners emphasized the importance of the bigger amenities of Prairie Park Phase 1. Commissioners stated the importance of trail connections, that are safe and convenient for users.

6. Parks and Recreation Update.

Parks and Recreation Director Jacobs provided the Parks update and Recreation Programmer O'Neil provided the Recreation update.

7. City Council Reports.

City Council Member Lund provided the City Council update.

8. Adjourn.

Commissioner Danzl motioned to adjourn. Seconded by Commissioner Tyberghein. All in favor. Motion carried. Adjourned at 8:01 P.M.



TO: Parks and Recreation Commission

FROM: Nick Jacobs, Parks and Recreation Director

DATE: January 15, 2026

RE: Lily Pond Park Improvements

Background Information

Status of Lily Pond Park Planning

Following the October 2025 Parks and Recreation Commission meeting, where staff and park planning consultants HKGi received direction on a preferred concept, collaboration has continued to develop construction documents and prepare the project for bidding. The January 20 presentation represents one of the final opportunities for the Parks and Recreation Commission to review and provide input on the final plan.

The primary remaining decision is the selection of a playground vendor. At the last Commission meeting, direction was given to narrow the selection to two vendors: Midwest Playscapes and Northland Recreation. Both vendors have submitted playground designs that align with the identified playground budget of \$175,000.

Additionally, during the October 2025 meeting, the Commission discussed prioritization of potential project alternates to be included if the base bid package comes in under budget. The alternates identified were a zipline, walking trail, removals, and plantings. Staff and HKGi were able to incorporate all the alternates into the base bid except the zipline and zipline edging.

Items for Commission consideration include confirming that the proposed project budget and alternates align with the Parks and Recreation Commission's vision, as well as selecting a playground vendor and style of play that best suits Lily Pond Park.

Requested Commission Action

Staff requests the Parks and Recreation Commission review the Lily Pond Park Improvements PDF slide deck and bring feedback/recommendations.

Possible recommendation:

- To recommend HKGi incorporate the requested changes and bring back for a final presentation in February.

OR

- To approve the Lily Pond Park Improvements as discussed and recommend the City Council authorize the bidding process.

Attachments:

- Lily Pond Park Improvements PDF slide deck

LILY POND PARK IMPROVEMENTS

PARK COMMISSION MEETING

January 20th, 2026



Agenda

- 1] Project Overview
- 2] Proposed Site Plan
- 3] Playground Design
- 4] Cost Estimate
- 5] Discussion
- 6] Next Steps



1] PROJECT OVERVIEW

PROJECT STATUS + SCHEDULE UPDATES

COMPLETED

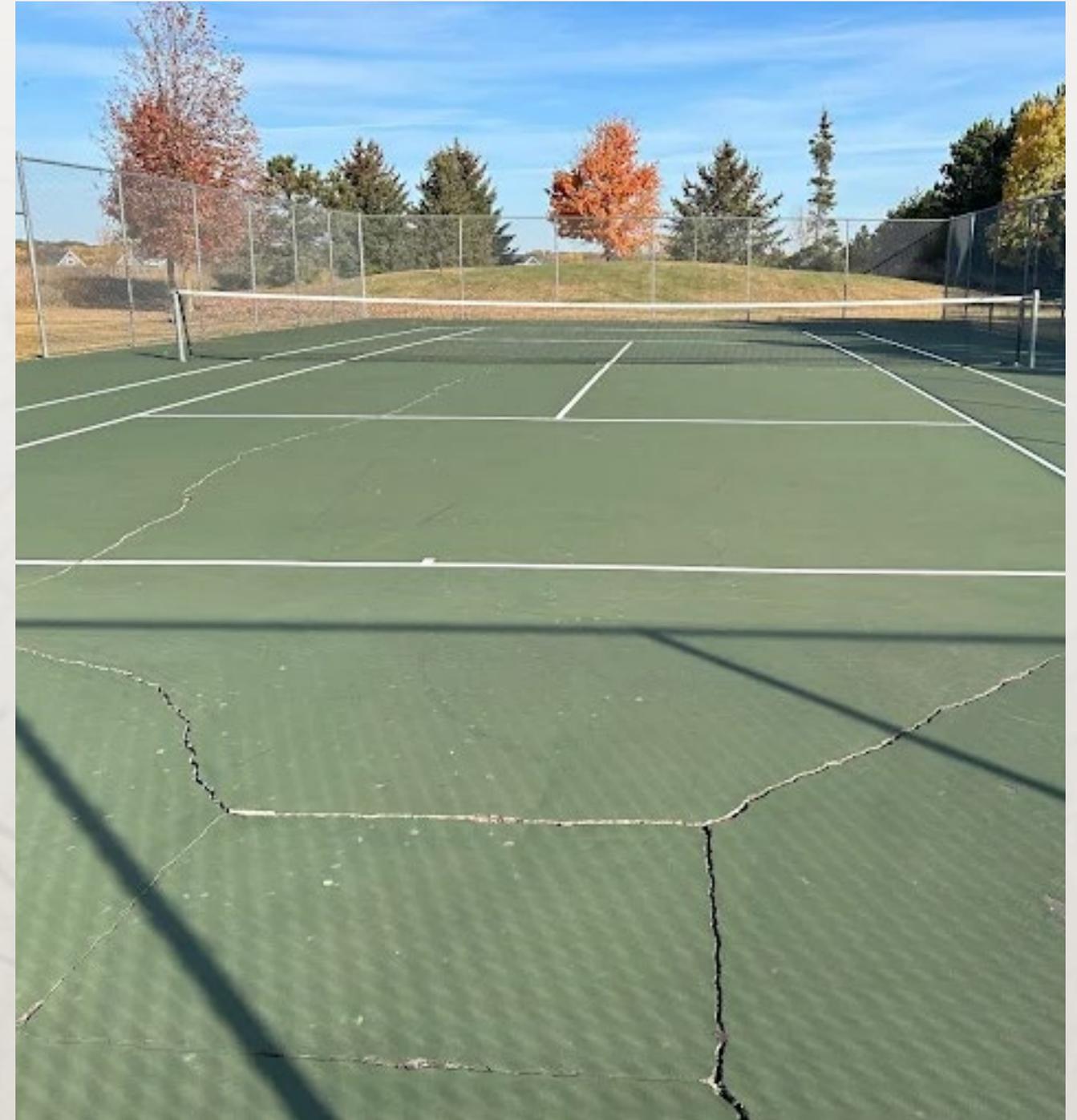
- **June - July 2025:** Community Engagement
- **Aug - Sept 2025:** Prepare Preferred Master Plan and Cost Estimate
- **Oct 2025:** Park Commission Meeting #3 - Final Plan was Approved
- **Nov 2025:** Site Survey was Received

REMAINING

- **Today:** Present Site Plan and Final Cost Estimate
- **Jan 30th:** 100% Bid Set and Project Manual due to City
- **Feb 9th:** Request Council Authorization to Bid and Potential Playground Order
- **March:** Bid Opening
- **April 13th:** Bid award at City Council meeting
- **May:** Construction start

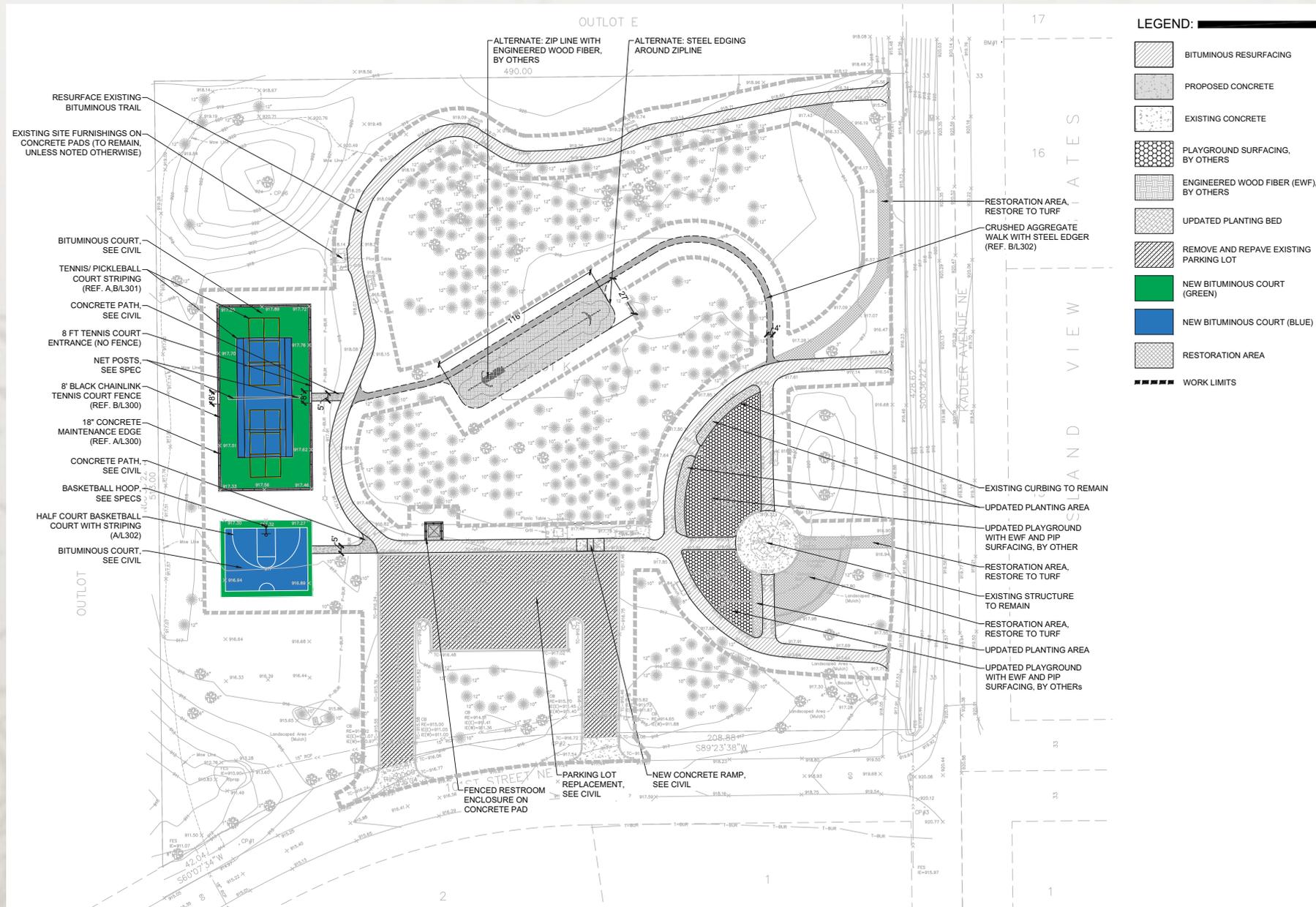
PROJECT GOALS

- \$580k Budget
- Top Priorities
 - » Tennis Court
 - » Playground
 - » Trails
- Other Priorities Include
 - » Basketball Court
 - » Parking Lot
 - » Other Site Improvements: Furnishings, Irrigation, etc.



2] PROPOSED SITE PLAN

PREFERRED CONCEPT

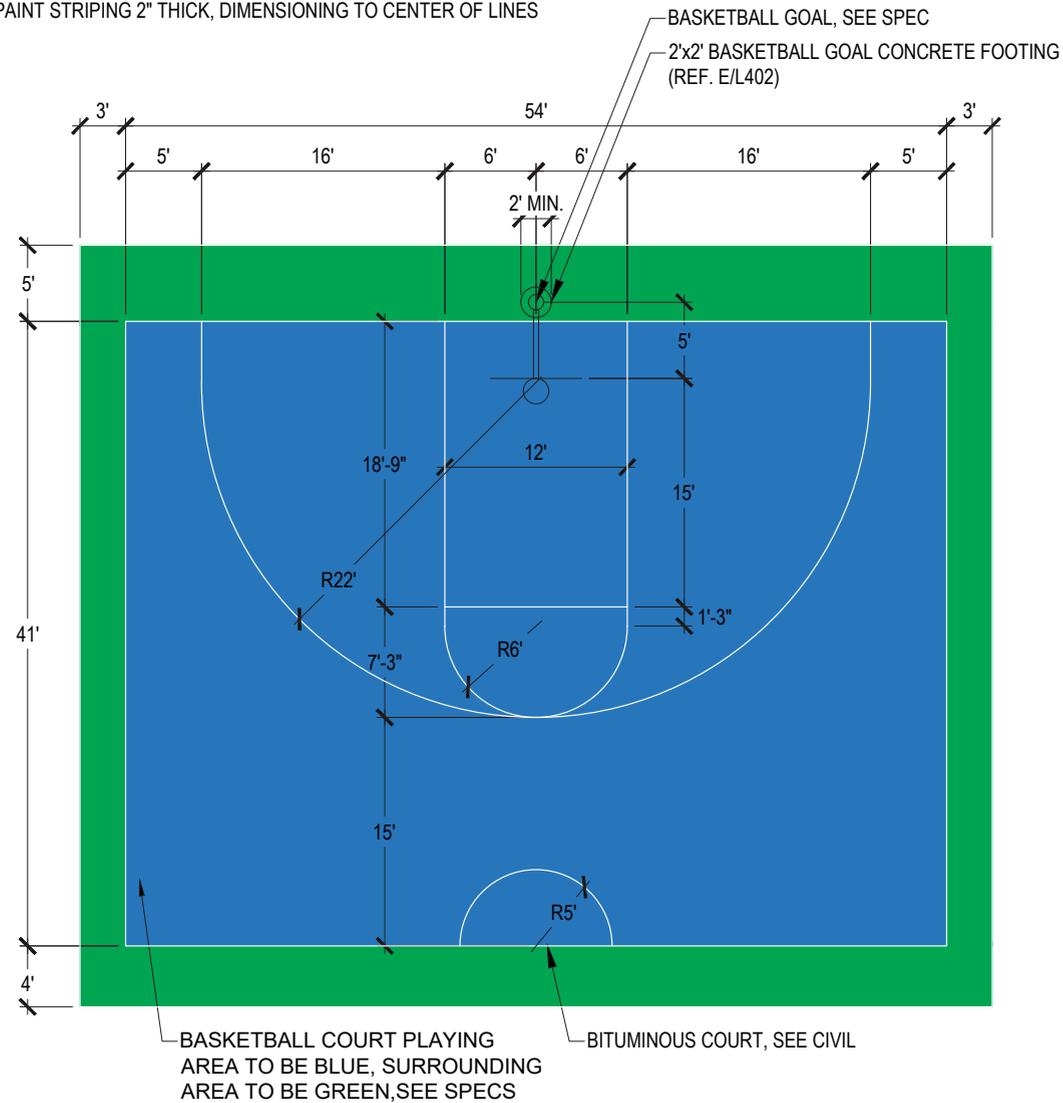


- Key Features
 - » Update Playground
 - » Replace Tennis Court and Add Pickleball Striping
 - » New Half Court Basketball
 - » Resurface Parking Lot
 - » Resurface Trails
 - » Remove Existing Trail Segments
 - » Add Zipline (Alternate)

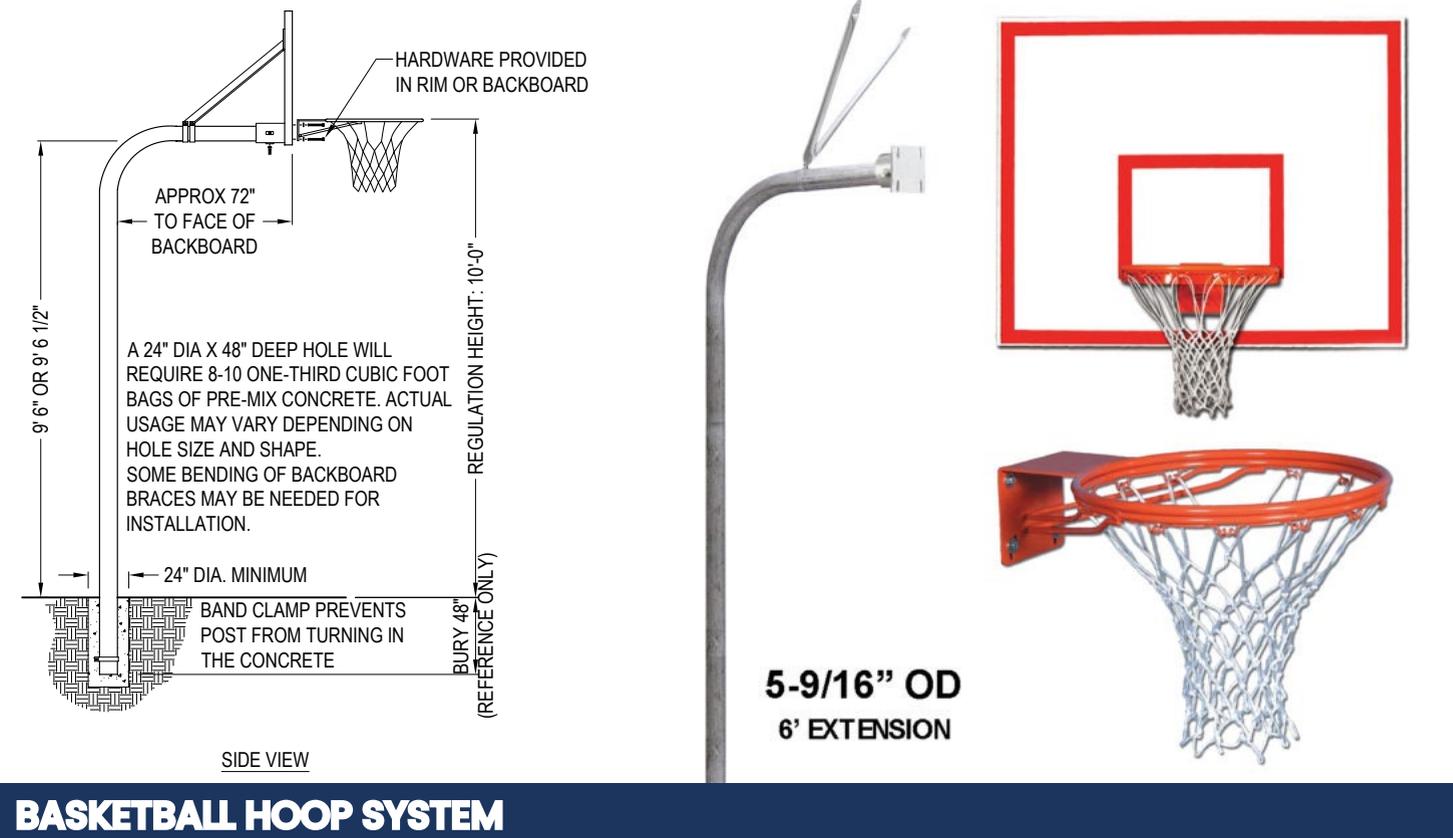
BASKETBALL COURT

NOTES :

1. ALLOW A MINIMUM OF 3' FROM SIDELINE TO EDGE OF PAVEMENT.
2. PAINT STRIPING 2" THICK, DIMENSIONING TO CENTER OF LINES



COURT LAYOUT



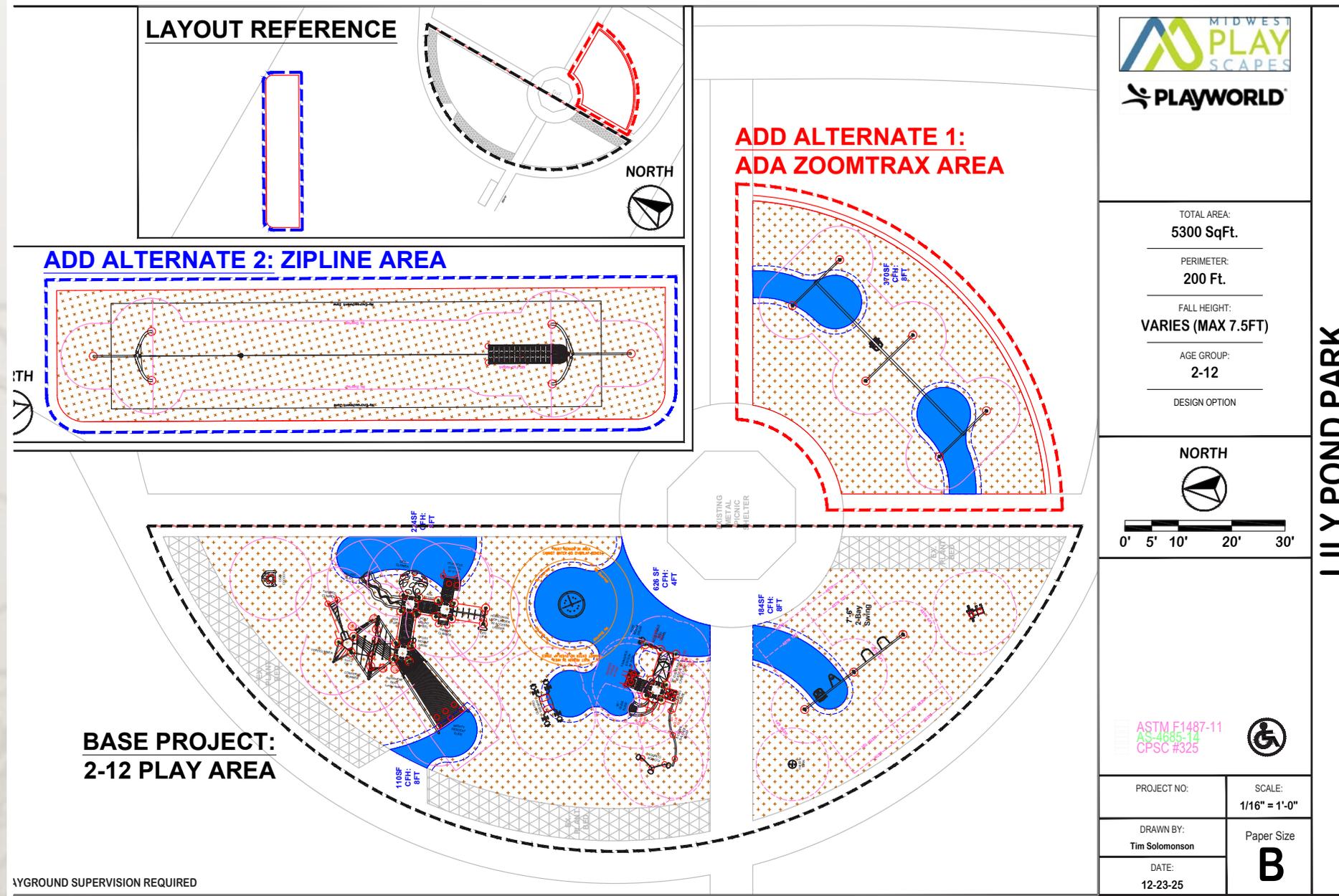
RESTROOM ENCLOSURE



SCREENED PORTABLE RESTROOM ENCLOSURE

3] PLAYGROUND DESIGN

MIDWEST PLAYSCAPES PLAYGROUND



Key Features

- » Challengers - Adventure Mountain (Ages 5-12)
- » Challengers (Ages 2-5) w/ Slide Tunnel
- » Turf Twister
- » Cozy Cocoon
- » Quattro Seesaw
- » Sidewinder Cycle w/ Sidecar
- » Turn 'N Twist
- » Flower Climber
- » S-Curve Balance Beam
- » Swingset

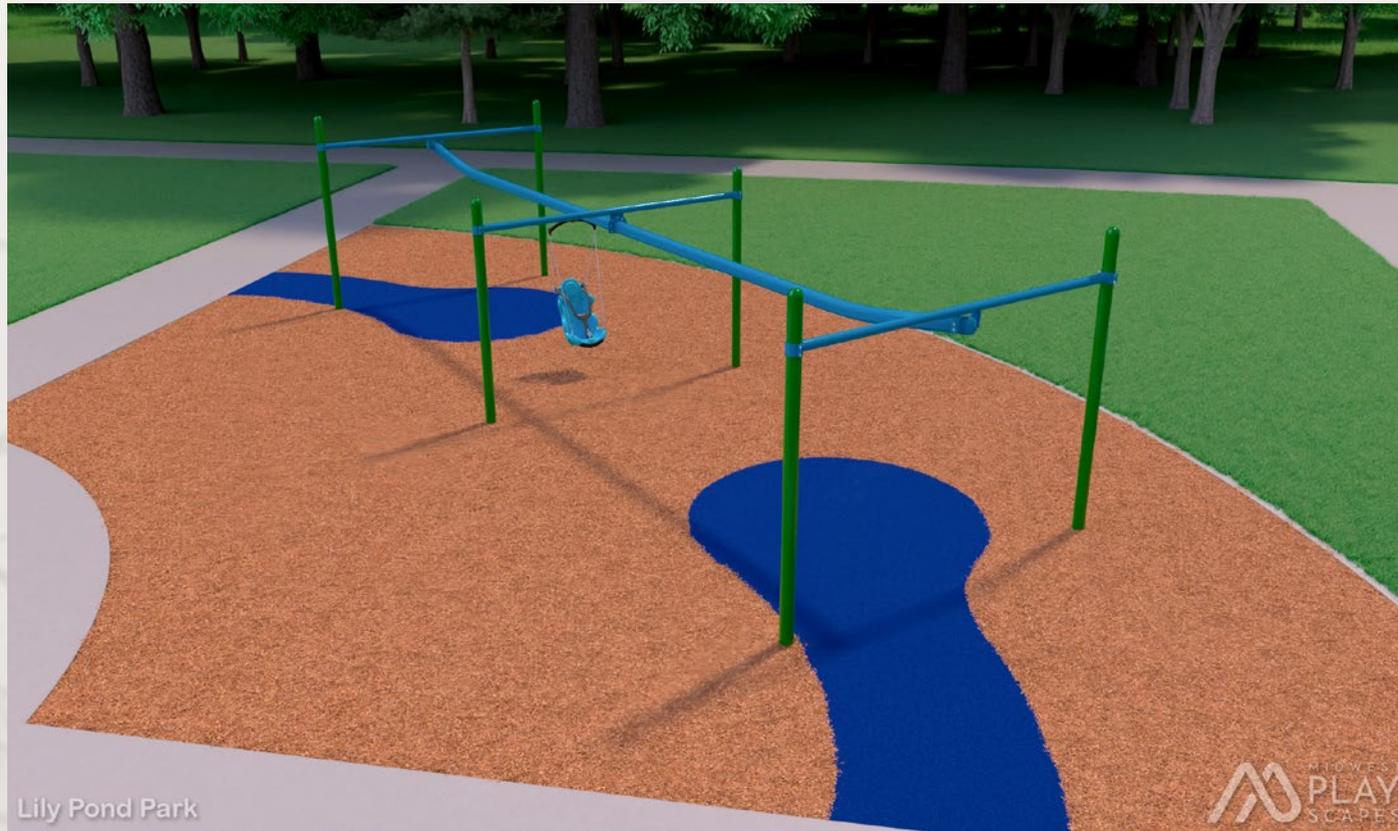
MIDWEST PLAYSCAPES PLAYGROUND



MIDWEST PLAYSCAPES PLAYGROUND



MIDWEST PLAYSCAPES ZIPLINE



ALTERNATE 1 ZOOMTRAX W/ ACCESSIBLE SEAT

- Shorter (52 ft)
- Accessible seat
- Located in SE corner of playground



ALTERNATE 2 LIVE WIRE

- Longer (112 ft)
- Encourages perceived risk
- Located in wooded area

NORTHLAND RECREATION PLAYGROUND

GENERAL NOTES

AGE GROUP

2-5YRS 5-12YRS 2-12YRS 13YRS

1. THE AMERICANS WITH DISABILITIES ACT (ADA) MAY REQUIRE THAT YOU MAKE YOUR PARK AND/OR PLAYGROUND ACCESSIBLE WHEN VIEWED IN ITS ENTIRETY. PLEASE CONSULT YOUR LEGAL COUNSEL TO DETERMINE IF THE ADA APPLIES TO YOU.
2. FOR PLAYGROUND EQUIPMENT TO BE CONSIDERED ACCESSIBLE ACCESSIBLE SURFACING MUST BE UTILIZED IN APPLICABLE AREAS.
3. ALTHOUGH A PARTICULAR PLAYGROUND DESIGN MAY NOT MEET THE PROPOSED ACCESS BOARD REGULATIONS IN REGARDS TO THE APPROPRIATE NUMBER OF GROUND LEVEL EVENTS THE ACTUAL PLAYGROUND MAY BE IN COMPLIANCE WHEN CONSIDERING EXISTING PLAY COMPONENTS.
4. ALL DECK HEIGHTS ARE MEASURED FROM TOP OF GROUND COVER.
5. FALL ABSORBING GROUND COVER IS REQUIRED UNDER AND AROUND ALL PLAY EQUIPMENT.
6. THE MINIMUM RECOMMENDED FALL ZONE AROUND THE ENTIRE PLAYSTRUCTURE IS SHOWN. THIS ZONE IS TO BE FREE OF ALL TRIPPING OR COLLISION HAZARDS (I.E. ROOTS ROCKS BORDER MATERIAL ETC.).
7. ALL POST LENGTHS ARE IDENTIFIED BY TEXT SHOWING THE POST LENGTHS I.E. 96 REPRESENTS A 96 INCH POST.
8. NOT ALL EQUIPMENT MAY BE APPROPRIATE FOR ALL CHILDREN. SUPERVISION IS REQUIRED.



HYPERSONIC SLIDE 200202105

MONKEY LEANOUT SEAT 200200785

CATWALK BRIDGE 200098030

QUANTUM II SPIRAL 200203124

DECK TO DECK STEPS 200125581

KB STAX SLURRY CLIMBER 200203685

SOLO POD 200202987

FUNWHEEL 200202894

3 UP HUB 200202884

VERTICAL NET 200202088

INTER-DECK STEP 200013817

STEPPING STONES 200092991

STEPPING STONES 200092991

STEPPING STONES 200092991

FROG SCULPTURE 200043070

TOT BUILDERS TRUCK (ING) LT0881ING

ZOOMTWIST W/FLOOR 200203548

TOT BUILDERS GARDEN WITH SOIL SIEVE (ING) LT0881ING

TOT SEAT 200202959

INCLUSIVE SEAT 200203434

BELT SEAT 200002855

BELT SEAT 200002855

STANDARD BEAM ADD-ON 200202204

8' MAX PLAY STANDARD BEAM 200202202

HYPERSONIC SLIDE 200202105

INFINITY HI-CLIMB 200202128

BINGO PANEL 200003205

SEAT PANEL 200007999

POST WHEEL PLASTIC 200203574

TRANSFER STATION W/GUARD RAILS 200202564

ARCHED BRIDGE W/SLATED RAILS 200008961

ROOF 200001137

DEL. WIRE PLASTIC SLIDE 200009976

TOT BUILDERS FRIENDLY FENCE LT0802

PROJECT:
Lily Pond Park
Otsego, MN

LTCPS REP:
Jason Eddy
NORTHLAND RECREATION LLC
651-328-0808

GROUND SPACE: 40'-6" x 111'
PROTECTIVE AREA: 46'-6" x 127'

DRAWN BY: Jason Eddy
DATE: 01/08/2026
PROJECT: 25004264

LTCPS - FARMINGTON
878 EAST HIGHWAY 60
MONETT MO 65708
VOICE: 1-800-325-8828
FAX: 417-354-2273

PLAYGROUND LAYOUT COMPLIANCE:

ASTM F1487 - PLAYGROUND EQUIPMENT FOR PUBLIC USE

CPSC HANDBOOK FOR PUBLIC PLAYGROUND SAFETY

THIS PLAYGROUND DESIGN MEETS THE FINAL ACCESS BOARD REGULATION.



THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.

AGE GROUP: 5-12, ASTM

ELEVATED PLAY ACTIVITIES - TOTAL: 11

ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER: 9 REQ'D 6

ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP: 0 REQ'D 0

GROUND LEVEL ACTIVITY TYPE: 8 REQ'D 3

GROUND LEVEL QUANTITY: 15 REQ'D 4

Key Features

- » Kid Builder Structure
 - 2 Slides
 - 3 Climbers
 - Catwalk Bridge
- » ZoomTwist Spin Climber, Overhead Loop Challenge
- » Funwheel Overhead and Web Wall Climber
- » Arch Log, Challenge Wall, Infinity Wings Climbers
- » Tot Builders Truck, Garden Wall, Friendly Fence
- » Swing Set

NORTHLAND RECREATION PLAYGROUND



NORTHLAND RECREATION PLAYGROUND



NORTHLAND RECREATION ZIPLINE



ALTERNATE 1 MANTIS ZIPLINE (20 METER OR 30 METER)

- Choose 20 m (65 ft) or 30 meter (98 ft)
- Encourages perceived risk
- Located in wooded area



ALTERNATE 2 RAIL RIDER (40' TRACK RIDE)

- Shorter track (51 ft)
- Option for accessible seat
- Located in SE corner of playground

PLAYGROUND COMPARISON



MIDWEST PLAYSAPES



NORTHLAND RECREATION

COST COMPARISON



COST COMPARISON

TOLL FREE: 1-800-747-1452
 Info@MidwestPlayscapes.com
 8632 Eagle Creek Circle
 Savage, MN 55378



QUOTATION - BASE PROJECT

Project: Otsego - Lily Pond Park	Sourcewell Info:	Phone: 763-334-3170
Contact: Nick Jacobs	Playworld Systems: #010521-LTS-8	Fax:
Ship To:		Bill To:
Email: njacobs@otsegomn.gov	Customer Name / Contract #:	Date: 1/6/26
Shipping Contact: tims@midwestplayscapes.com		

Qty	Design / Item	Description	Unit Price	Total
<u>Border/Surfacing</u>				
City to Perform Equipment and EWF Removals, Container Prep., and Restoration. Assumes Reuse of Existing Container				
90	TON	Container Drain Aggregate (3-4" depth) + Tile	\$ 55.00	\$ 4,950.00
166	CY	Engineered Wood Fiber	\$ 25.00	\$ 4,150.00
1145	SF	Poured-in-place Safety Surface	\$ 19.17	\$ 21,949.65
1145	SF	Poured-in-place Aggregate Base	\$ 4.69	\$ 5,370.05
<u>Play Equipment</u>				
1	350-2204	Challengers - Adventure Mountain (Ages 5-12)	\$ 66,500.00	\$ 66,500.00
1	350-2231	Challengers (Ages 2-5) w/ Slide & Tunnel	\$ 18,000.00	\$ 18,000.00
1	ZZXX1361	Turf Twister	\$ 3,750.00	\$ 3,750.00
1	ZZXX0483	Cozy Cocoon	\$ 4,531.00	\$ 4,531.00
1	ZZXX0600	Quattro Seesaw	\$ 9,734.00	\$ 9,734.00
1	ZZXX0584	Sidewinder Cycle w/ Sidecar	\$ 4,034.00	\$ 4,034.00
1	ZZXX1362	Turn 'N Twist	\$ 1,288.00	\$ 1,288.00
1	ZZXX0479	Flower Climber	\$ 2,006.00	\$ 2,006.00
1	ZZXX1020	S-Curve Balance Beam	\$ 916.00	\$ 916.00
1	ZZXX0818	Single Post Swing	\$ 1,791.00	\$ 1,791.00
1	ZZXX00819	Single Post Swing Add a Bay	\$ 1,231.00	\$ 1,231.00
2	ZZXX0260	Belt Seats	\$ 187.00	\$ 374.00
1	ZZXX0892	Accessible Swing Seat	\$ 1,631.00	\$ 1,631.00
1	ZZXX0265	Tot Swing Seat	\$ 324.00	\$ 324.00
<u>Installation</u>				
				\$ 24,963.65
<u>Sourcewell Discount (10%) on non-sale items</u>				
				\$ (9,811.00)
		Subtotal		\$ 167,682.35
		Freight		\$ 7,262.48
		Sales Tax		
		Local Sales Tax		
		Total		\$ 174,944.83



PlayPower LT Farmington, Inc.
 878 E. US Hwy 60
 Monett, MO 65708
 1-800-325-8828

Northland Recreation LLC
 10085 Bridgewater Bay
 Woodbury, MN 55129
 (651) 328-0808 (phone)
 (414) 395-8538 (fax)

Lily Pond Park Playground Quote

Bill To: City of Otsego
 c/o Hannah Schmitz - HKGi
 8899 Nashua Avenue NE
 Otsego, MN 55330
Contact Name: Hannah Schmitz
Contact Phone: 712-304-2261
Contact Email: hannah@hkgi.com

Project Name & Location: Lily Pond Park
 9990 101st Street NE
 Otsego, MN 55362

Ship To Address:

Quote Date: 1-8-25
 Valid For: 30 Days

Qty	Description	Unit Price	Total
1	Custom Playground -Kid Builder Structure with Heavy Duty 5" Post System -2 Slides, 3 Climbers, Catwalk Bridge at 8' Height -ZoomTwist Spin Climber, Overhead Loop Challenge -Funwheel Overhead and Web Wall Climber -Arch Log, Challenge Wall, Infinity Wings Climbers -Tot Builders Truck, Garden Wall, Friendly Fence -8' MaxPlay Swing Set w/ 2 Belt, 1 ADA & 1 Tot Seat -Shipping to Otsego, Minnesota		\$103,027.00
1	Installation of Above Equipment Only		\$34,100.00
1	Engineered Wood Fiber – 260 Cubic Yards -Based on 10 – 11" Compacted Depth – Includes Install -Wear Mats at Belt Swings and 2 Slides		\$16,530.00
1	Poured in Place Rubber Surfacing -1 Bay of Swing Set, Double Slide, Tot Builders Truck & Transfer Station -Includes Gravel Base & Concrete Below Rubber -50% Black / 50% Color		\$21,263.00

Totals:

Sub Total	\$174,920.00
Products by Other:	Included
Installation:	Above
Estimated Sales Tax*:	N/A – Not Included
Freight:	Included
Grand Total:	\$174,920.00

--Note: All removals, excavation, site prep, site repair (landscaping), concrete curb or sidewalk work, drain tile (if needed) etc... are by others.
 --Note: Swing Set will be set at 7'6" to fit in existing space.

ZIPLINE COMPARISON



MIDWEST PLAYSCAPES ZOOMTRAX



MIDWEST PLAYSCAPES LIVE WIRE



NORTHLAND RECREATION RAIL RIDER



NORTHLAND RECREATION MANTIS

ZIPLINE COMPARISON



\$40K

MIDWEST PLAYSCAPES ZOOMTRAX



\$46K

MIDWEST PLAYSCAPES LIVE WIRE



\$17K

NORTHLAND RECREATION RAIL RIDER



\$25K

NORTHLAND RECREATION MANTIS

4] COST ESTIMATE

5] DISCUSSION...

6] NEXT STEPS

NEXT STEPS

- **Today:** Present Site Plan and Final Cost Estimate
- **Jan 30th:** 100% Bid Set and Project Manual due to City
- **Feb 9th:** Request Council Authorization to Bid and Potential Playground Order
- **March:** Bid Opening
- **April 13th:** Bid award at City Council meeting
- **May:** Construction start

A dark blue-tinted photograph of a forest path. In the center, a metal park bench sits on a paved path that leads into a dense forest of tall, thin trees. The ground is covered in fallen leaves. The overall mood is quiet and contemplative.

THANK YOU!



TO: Parks and Recreation Commission

FROM: Nick Jacobs, Parks and Recreation Director

DATE: January 15, 2026

RE: Prairie Park Phase 1

Background Information

Minnesota DNR Outdoor Recreation Grant – Prairie Park Phase 1 (2026 Application)

Since the adoption of the Prairie Park Master Plan in August of 2024, City staff has been actively strategizing ways to initiate construction of Prairie Park Phase 1. Securing outside funding has been a key focus in advancing the project, and the Minnesota Department of Natural Resources (DNR) Outdoor Recreation Grant presents an opportunity to help achieve this goal.

Phase 1 of Prairie Park includes the following improvements, as discussed by the Parks and Recreation Commission in June 2025:

- New Park open air shelter/concession/restroom facility
- Destiantion playground
- Ballfield updates
- Parking lot resurfacing and expansion
- Common excavation and general grading
- Concrete plazas
- Veterans Memorial
- New landscaping
- New irrigation systems
- New tree plantings

- Drinking fountain
- Resurfacing of existing trails
- Stormwater allowance

Staff is proposing to apply for the Minnesota DNR Outdoor Recreation Grant during the 2026 funding cycle. The grant application is due on March 31, 2026, with award notifications anticipated in summer of 2026. This timeline aligns well with the City's anticipated construction start for Prairie Park Phase 1 in 2027, allowing adequate time for final design, bidding, and coordination if grant funding is awarded.

If successful, the potential grant award could be up to \$500,000, which would significantly offset local costs and help advance Prairie Park Phase 1 toward construction.

To support a competitive application, park planning consultants HKGi have proposed a fee of \$13,500 to provide professional grant writing and application assistance. This represents a modest investment relative to the potential return. A \$13,500 expenditure to pursue up to \$500,000 in grant funding equates to approximately a 37-to-1 return on investment. Additionally, HKGi's familiarity with the Prairie Park project and experience with similar grant programs reduces risk and increases the likelihood of submitting a strong, well-aligned application.

Staff believes pursuing this grant is a cost-effective and strategic approach to advancing a priority park project while leveraging external funding to reduce the City's reliance on local funds.

Requested Commission Action

Staff is requesting Parks and Recreation Commission support and direction to proceed with the 2026 Minnesota DNR Outdoor Recreation Grant application for Prairie Park Phase 1.

Possible recommendation:

- To recommend the City Council approve the HKGi grant writing proposal and authorize staff to apply for the Minnesota DNR Outdoor Recreation Grant.

Attachments:

- HKGi Grant Writing Proposal

Proposal



To: Nick Jacobs, Parks and Recreation Director, City of Otsego
From: Gabrielle Grinde, HKGi
Subject: Proposal to assist with writing DNR Outdoor Rec Grant for Prairie Park
Date: January 9, 2026

Dear Nick,

HKGi is pleased to submit this proposal for grant writing services to assist the city in applying for a DNR Outdoor Recreation Grant for recreation components of the Prairie Park Master Plan Phase 1 Implementation. HKGi staff have worked with several cities and counties in Minnesota to collaborate and write DNR and other grant applications.

We understand that the city plans to submit an application for the 2026 MN DNR Outdoor Recreation Program. Eligible projects at Prairie Park include internal park trails, picnic shelter, playground, athletic facilities, and fixed-in-place skate park, while support facilities such as restrooms and parking lots can only be funded as part of a larger project that includes a primary recreation facility. The total project cost must be at least \$100,000. The maximum grant award is \$500,000, with a 50% match.

Proposed Work Plan and Schedule

The following table describes our anticipated tasks and timeline.

Timeline	Task
January-February 2026	<ul style="list-style-type: none">» Review 2026 Outdoor Rec Grant Program Manual.» Work with city staff to determine grant projects.» Develop base maps, graphics, and details required for the grant.» Update cost estimates for proposed grant projects.» Develop written narratives to fill in required sections of the grant application.» Assemble all materials into one PDF for draft submittal.» Coordinate review of grant with city staff before submitting to DNR.
Feb. 28, 2026	<ul style="list-style-type: none">» Submit draft grant application to DNR staff for feedback.
March 2026	<ul style="list-style-type: none">» Receive and review feedback from DNR.» Adjust and edit the final grant application as noted.
March 31, 2026	<ul style="list-style-type: none">» Submit final grant application to DNR.



Proposed Fees

HKGi proposes to accomplish the above-described scope of work for a not-to-exceed fee of \$13,500 including reimbursable expenses. We will bill time on an hourly basis and all expenses for travel or printing will be billed at cost.

We look forward to the opportunity to help the City of Otsego with this important community project.

SINCERELY,

A handwritten signature in black ink that reads "Gabrielle Grinde".

GABRIELLE GRINDE | PLA (MN)

Principal Project Manager
Gabrielle@hkgi.com
608.852.3370