

**Meeting Announcement and Agenda of the
Cambridge Parks, Trails, and Recreation Commission
City Hall Council Chambers
Regular Meeting, Monday, April 13, 2026, 7:00 pm**

300 Third Avenue Northeast, Cambridge, MN 55008
www.ci.cambridge.mn.us
(763) 689-3211

Members of the audience are encouraged to follow the agenda. When addressing the Commission, please state your name and address for the official record.

AGENDA

- 1) Call to Order and Pledge of Allegiance
- 2) Organizational Meeting
 - A. Council's re-appointment of Jeff Andres (verbal)
 - B. Council's appointment of Youth Representative, Isaiah Clay (verbal)
 - C. Council's appointment of Tom Schibilla (verbal)
 - D. Council's appointment of Community Education Representative, Brent Swanson (verbal)
 - E. Jim Godfrey to serve as Council Representative (verbal)
 - F. Oath of Office (handout)
 - G. Election of Chairperson and Vice Chairperson (verbal)
- 3) Approval of Agenda (p. 1)
- 4) Approval of Minutes
 - A. January 12th, 2026 Regular Parks, Trails, and Recreation Commission Minutes (p. 2)
- 5) Public Comment: For items not on the agenda; speakers may not exceed 3 minutes each.
- 6) New Business
 - A. 2026 Parks, Trails, and Recreation Commission meeting schedule (p. 8)
 - B. 2026 Parks, Trails, and Recreation Commissioners Member List (handout)
 - C. 2026 City Council Contacts (p. 9)
 - D. City Code Chapter 32: Parks, Trails, and Recreation Commission (p. 11)
 - E. City Code Chapter 98: Regulations for City Parks and Park Lands (p. 15)
 - F. City Council & Commissions Code of Conduct and Council Bylaws (p. 19)
 - G. Recommended Sources of MN Parks Information (p. 36)
 - H. Parks Priority List as approved by City Council on April 6, 2026 (p. 38)
 - I. Parks and Trails Update (p. 40)
 - J. Parks Programming/Recreation Update (p. 46)
- 7) Other Business/Miscellaneous
 - A. City Council Update (verbal)
 - B. Commissioner Updates and/or Concerns (verbal)
 - C. Take pictures of new members
- 8) Adjourn (Next meeting: Monday, July 13, 2026)

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

Cambridge Parks, Trails, and Recreation Commission Meeting Minutes

Monday, January 12, 2026

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Parks, Trails, and Recreation Commission was held at Cambridge City Hall, 300 3rd Avenue NE, Cambridge, Minnesota.

Members Present: Commissioners Jeff Andres (Chair), Jeff Soderquist (Vice Chair), Adam Schorer, Katie Solar, and Mark Ziebarth (Council Representative)

Members Absent: Silas Peterson (Youth Representative), Christina Thayer-Anderson (Community Education Representative), Susan Blom (Isanti County Parks Board Representative)

Staff Present: Amy Norling, Community Development Specialist

Call to Order and Pledge of Allegiance

Andres called the meeting to order at 7:02 PM and led the Pledge of Allegiance.

Approval of Agenda

Schorer moved, seconded by Soderquist, to approve the agenda. All voted aye, no nays. Motion carried 4/0.

Approval of Minutes

Ziebarth moved, seconded by Soler, to approve the July 14, 2025 meeting minutes. All voted aye, no nays. Motion carried 4/0.

Public Comment

No Public Comment.

Unfinished Business

No Unfinished Business

New Business

5A. CAPA letter and power point presentation

Norling presented, the Cambridge Area Pickleball Association (CAPA) sent a letter that is addressed to the PTRC, City Council, and city staff that was received on June 16, 2025. This letter was provided to PTRC commissioners via email and then reviewed during the July 14th, 2025 Parks, Trails, and Recreation Commission meeting. CAPA has requested to present their letter again alongside a PowerPoint Presentation.

Dick Welch, 2302 Cleveland. Welch presented a PowerPoint Presentation to celebrate 10 years of Pickleball in the City of Cambridge. Spoke of the history of bringing Pickleball to Cambridge and the improvements that have been made.

5B. Parks update

Norling stated,

- Public Works staff is researching buckthorn removal and reforestation grants for a few potential park sites.
- Sandquist park will be gaining an additional gravel parking lot in 2026 (approximate location and size shown below). This will help alleviate some of the parking issues we face here when there are practices and tournaments at this location. This site has soccer/lacrosse/football, softball, and baseball fields and it often gets congested.
- The Central Green Parking lot needs the final lift of asphalt and lines painted, but is otherwise completed. We will be able to use this parking lot for the upcoming Winter Fest event at Central Green Park. This will also provide more parking to the highly used Pickleball/tennis/basketball courts at this location and provide relief to the local residents who have submitted complaints about the street parking for the park use.
- A 2026 project includes connecting the path from 4th Ln SE to 2nd Ave SE.
- The 2025 Street Project has concluded including the new Main Street S Trail (in yellow below), which connects 24th Ave SW to 40th Ave SW (city)/313th Ave NE (county). City staff has already heard from many residents the benefit they have seen from this new path. Although, now that winter has come, we are doing our best to keep snowmobilers off of our improved path with signage.
- The new Bike/Walk Trail Parking Lot located on Central Dr NE needs the final lift and will be completed. This area has seen a lot of use in the fall and even this winter. This is a monumental feature that has been added in 2025, which adds safety since people will no longer be street parking and the parking lot and Central Dr NE trail is lit.
- City staff is working to update the City Parks Map to show the new features added in 2025.
- City staff have updated the City Park Amenities List online to ensure that our information is up-to-date and relevant.
- Cambridge City Park was using an outdated rules sign until recently. City staff have updated these rules and posted the new sign.

Andres asked if the other parks have been checked to make sure the signs are updated. Norling is the one that noticed this sign was out of date. Norling will check to see if other parks have outdated signs.

Andres mentioned a few trees have been planted at Brown Park. Asked if there will be any more trees planted before the reforestation grant comes thru? Norling confirmed that quite a bit of greenery will be removed from Brown Park if the grant is awarded to remove the buckthorn. Andres suggested planting trees could be a Boy Scout or a community project. Norling mentioned that our current Stormwater Assistant is the one researching the grants for Brown Park and Spirit River Nature Area. Solar asked how the buckthorn is removed and kept from regrowing. Norling stated that buckthorn is very difficult to remove, experts have been contacted for advice on how to remove and the City Stormwater Assistants are very knowledgeable on buckthorn.

Ziebarth asked if the walkway will be cemented or tarred between Central Green Parking Lot and the Pickleball Courts. Norling stated that by looking at the map on Page 20, she believes the green lines are where the walking paths will be put in.

5C. Parks Priority List Update

Norling continued, the Parks Priority List has had several items completed over the last two years, and we can remove these items instead of showing them as completed. Please consider the following items. Line #s are shown on attachment 2.

Line # 1: Event staff recommend changing the language from “Summer Parks Programming” to “Parks Programming” as we now include Winter Fest and the Snowman/Snow-Sculpture Contest in with the annual funds for the concert series and activities in the parks.

Line # 8: Public Works staff recommend removing the dome cover from the Ice Rinks on the Parks Priority List for several reasons. There is a lot of investment in the current lighting in our outdoor system that would need to be removed in order to accommodate a cover. If we did provide a dome cover, we would then need to consider topics like ventilation and humidity and would essentially need to start over with the entire ice rink location.

Line # 7: City staff and Public Works Staff recommend remove the Splash Park at the Library from the Parks Priority List for several reasons. There would be a requirement to chlorinate and then treat the water on-site before putting it into our water treatment system. The approximate cost provided is no longer feasible and likely only covered the facility and splash pad and not the utilities. Estimates have increased drastically since that estimate was received due to inflation and other costs. Additionally, the city would like to invest in our water feature at the new Cambridge Shores site and have a swimming beach.

Line # 8: Public Works staff recommend removing the 60 stall Parking lot from Cambridge City Park. They stated that the Fern St S parking lot (which is a 60-stall parking lot) rarely gets used year-round, only for the Park Programming events, and adding a whole new parking lot to maintain for occasional use would not be worth it.

Add a new Line # 12: City staff recommend adding a small city park for Cambridge Cove, which has land dedicated for a park.

Add a new Line #13: City staff recommend upgrades to the skate park since Public Works has received many requests from the skate park users about the condition and use of the existing park. This skate park does get frequent and consistent use, and many cities have found that if a skate park is not provided, then the city becomes the skate park. We recommend providing additional equipment for them to utilize.

44:25

Discussion amongst the Commission Members regarding the Boiling Springs Trail.

Discussion amongst the Commission Members regarding the pros and cons of adding a dome to one of the hockey rinks. Norling suggested for Line #8 Ice Rinks, change Approximate Cost wording to 'Duplicate Future Improvements' and Schorer requested to add to Notes 'Hockey Association Partnership'.

Soderquist stated that a partnership is needed between the City and its residents in order to offer the amenities offered at our parks.

Discussion amongst the Commission Members regarding installation of permanent restrooms at Central Green Park.

Schorer requested an item be added to the Parks Priority List. Schorer asks that the City pursue a habitat management plan which would align with the buckthorn removal and reforestation. Having a plan in place would help with outside management plan companies who can assist in obtaining grants and also manage the grants. Schorer mentioned that the DNR has given him a small list of company names that are in MN and WI that do this work.

Norling asked that they go thru the list in order.

Line #1 – Norling asked if the recommended changes supported. Commission Members, yes.

Line #6 – Norling asked if the recommendation of removing the Parking Lot supported. Commission Members, yes.

Line #7 – Norling asked if the recommendation of removing the Splash Park from the Library supported. Commission Members, yes.

Line # 9 – Norling asked if adding 'Park' to Central Green supported. Commission Members, yes.

Soderquist asked that a line item be added for improvements to Cambridge Shores. Will discuss in the future on what that will entail.

Solar asked if there is a plan for the Splash Pad space to be used for something else. Soderquist, people are moving away from the idea of a Splash Park to a natural amenity. Norling mentioned that the Library has received donations of statues that could be placed in the grassy area.

Add Line #12 – Norling asked if the recommendation of adding a small city park for Cambridge Cove to the Parks Priority List supported. Commission Members, yes.

Add Line #13 – Norling asked if the recommendation of adding skate park improvements to the Parks Priority List supported. Commission Members, yes.

Add Line #14 – Norling asked if the recommendation of adding a Habitat Management Plan to the Parks Priority List supported. Commission Members, yes.

Add Line #15 – Norling asked if the recommendation of adding improvement for Cambridge Shores supports. Commission Members, yes.

Solar motioned, seconded by Schorer to send the updated Parks Priority List to City Council for approval. All voted aye, no nays. Motion carried 4/0.

5D. 2026 Winter Fest update

Norling presented,

The fourth annual Winter Fest event will be held on Saturday, February 28th, 2026 from 12pm-4pm at Central Green Park located at 1450 East Rum River Dr SE. There is FREE hot cocoa and s'mores (while supplies last), dog sled rides, and a horse-drawn sleigh and we encourage the public to vote on the city-wide Snowman/Snow-Sculpture Contest. There are food trucks, craft vendors, DJ, skating and sledding, and more! As this event continues to grow in attendance each year, volunteers are appreciated! If you or anyone you know wants to help make a big impact, please have them reach out to city staff.

The Cambridge city-wide Snowman/Snow-Sculpture Contest runs from January 1st to February 27th. Photo submissions along with their name, address, and phone # should be sent directly to anorling@ci.cambridge.mn.us by 4pm on February 27th to enter. As a reminder, alternative materials are accepted!

The Snowman/Snow-Sculpture Contest has not picked up momentum like the Winter Fest event has. Staff is hoping that the snow we received this year will encourage more participation.

The 2023 contest had 9 sponsors and 15 entries.

The 2024 contest had 8 sponsors and 12 entries.

The 2025 contest had 9 sponsors but only 7 entries.

More information on Winter Fest or the Snowman/Snow-Sculpture Contest is available online.

Andres asked Norling to send information to Bill Stickles at Isanti-Chisago County Star.

Other Business/Miscellaneous

A. City Council Update

Ziebarth mentioned this is his last PTRC meeting, Godfrey will be the next City Council rep. Reminder that part of the local sales tax revenue is dedicated to park improvements, improve city streets and a new library. Still waiting to see what is going to happen with the State Hospital land. Encourage the residents to continue to provide feedback to the city on the projects that are happening in the next few years.

B. Isanti County Parks Dept

Susan Blom is not present.

C. Commission Updates and/or Concerns

Andres asked that all Commission Members put the 2026 meeting dates on their calendars.

Solar wanted it known that there is poison ivy on the side of the trail that ends at Lake Florence. Her HOA said it is a city issue. Norling will relay that information to the Public Works staff. Norling asks that the city be notified when anyone sees anything that needs to be addressed.

Soderquist mentioned that there is a street lamp in the Water Tower Park where the top globe is laying in the snow. By Birth St S and 3rd Ave SW.

Adjournment of Council Meeting

Being no further business before the Commission, Shorer moved, seconded by Soderquist, to adjourn the regular meeting at 8:17 PM. Upon roll call, all voted aye, no nays. Motion carried 4/0.

Jeff Andres, Chair

ATTEST:

Amy Norling
Community Development Specialist

DRAFT

2026 PARKS, TRAILS, AND RECREATION COMMISSION

Please save the date for the following meetings:

Monday, January 12th, 2026	Monday, April 13th, 2026	Monday, July 13th, 2026	Monday, October 12th, 2026
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Meetings are held at 7pm at Cambridge City Hall.

Commissioners shall notify city staff by emailing anorling@ci.cambridge.mn.us if they are unable to attend, as meetings may need to be rescheduled if there is not a quorum (half or more of the commissioners present).

Additional meetings *may* be scheduled.

If residents, businesses, or community members would like to be added to the Cambridge Parks, Trails, and Recreation Commission Packet dispersal list, please sign up at <https://www.ci.cambridge.mn.us/our-community/enotification>

If residents, businesses, or community members would like to report concerns or issues regarding city parks, please contact either anorling@ci.cambridge.mn.us or tchwab@ci.cambridge.mn.us or by calling 763-689-1800.

COUNCIL MEMBERS



Jim Godfrey, Mayor
Term: 1/2023 - 01/2027
(763) 552-3220
jimgodfrey77@gmail.com

All meetings are on the [City Calendar](#), plus you may sign up for [eNotifications](#) to receive automatic reminder emails for any meetings of your choosing.



Molly Christian, Council Member
Term: 1/2025 - 01/2029
Phone: (312) 870-0825
molly_christian@hotmail.com



Aaron Berg, Council Member
Term: 1/2023 - 01/2027
(701) 429-7433
ABerg@ci.cambridge.mn.us



Bob Shogren, Council Member

Term: 1/2023 - 01/2027

(763) 245-6715

bobshogren@gmail.com



Mark Ziebarth, Council Member

Term: 1/2025 - 01/2029

Phone: 763.689.5735

mziebarthcitycouncil@gmail.com

ADMINISTRATION



Evan Vogel

City Administrator

Phone: 763-552-3216

evogel@ci.cambridge.mn.us

PARKS, TRAILS AND RECREATION COMMISSION

§ 32.46 COMPOSITION

(A) *Membership.*

(1) Members shall be appointed from among persons in a position to represent the general public interest, and no person shall be appointed with private, professional, or personal interests likely to conflict with the general public interest. When a vacancy occurs or is about to occur, applications shall be requested to fill the specific position or applications from City of Cambridge residents.

(2) The Commission may consist of up to eight members appointed by the City Council. Members shall be City of Cambridge residents unless specified otherwise.

(3) One member may be appointed from the Cambridge-Isanti Community Education Department, regardless of city of residence.

(4) One member may be appointed from the Isanti County Parks Department, regardless of city of residence.

(5) One member may be a Youth Representative in grades 9 through 12 who lives within the Municipal Boundary. City Council may consider application in the Urban Service Area if lack of applications within Municipal Boundary.

(B) *Terms.* Terms of office for members other than the City Council and Youth Representative shall be for three years. The City Council and Youth Representative shall be appointed annually by the City Council with eligibility for reappointment. A member may not serve more than nine consecutive years, except for the City Council appointee, Cambridge-Isanti Community Education Representative, and Isanti County Parks Department Representative. After a member has served for nine consecutive years, they would not be eligible for appointment to the Parks, Trails and Recreation Commission for a period of one year.

(C) *Removal from office; vacancies.*

(1) Members of the Commission shall serve at the will of the City Council and any member of the Commission may be removed from office by majority vote of the City Council.

(2) In addition, any member absent from three consecutive regular meetings or five meetings in one year shall be deemed to have forfeited their seat upon declaration of the Mayor, and a vacancy shall exist without formal removal proceedings.

(3) It shall be the duty of the staff liaison of the Commission to notify the City Council promptly of any vacancies occurring in membership, and the City Council shall fill such vacancies within 60 days from notification for the unexpired term of the original appointment.

§ 32.47 ORGANIZATION

(A) *Officers.* The Commission shall elect a chairperson and vice chairperson from among those of its members, and may create such other offices as it may determine. It shall provide itself with a secretary, either by election from among its members or by appointment of an officer or employee of the city who is not a member of the Commission and shall not be entitled to vote. Terms of all elected offices shall be for one year, with eligibility for re-election.

(B) *Rules.* The Commission shall be governed and operate pursuant to the City Council & Commissions Code of Conduct and Council Bylaws as adopted by the City Council. The staff liaison assigned to the Commission by the City Administrator shall keep a record of attendance at its meetings and of resolutions, findings and determinations showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the Commission shall be a public record.

(C) *Meetings.* The Commission should hold at least one regular meeting each month. Special meetings may be held at any time upon the call of the chair. Notice of the time and place of a special

meeting shall be communicated to the members and publicly noticed at least three days prior to the meeting except in the event of emergency. All Commission meetings shall be open to the public.

(D) *Committees.* The Commission may establish committees and subcommittees from its membership to serve in an advisory capacity to assist the Commission in the conduct of its business.

(E) *Advisors.* The City Attorney, Staff Liaison, City Administrator, Public Works Director, City Engineer, City Building Official, consulting engineers and planners, and the Director of the Community Development Department shall serve as advisors to the Commission.

§ 32.48 DUTIES AND POWERS

(A) *Purpose.* The Commission is established to review and to make recommendations to the City Council on the development and organization of the city parks, trails and recreation programs.

(B) *Duties.* The Commission shall prepare, hold hearings on and recommend to the City Council such plans, programs and policies as it deems necessary to carry out the purposes of this subchapter. Such powers shall include, but not be limited to, the study of and recommendation to the City Council on the following:

(1) To hold meetings of its members, to consider such matters pertaining to parks, trails and public recreation programs in the city as shall be referred to the Commission by the Council, or as the members of the Commission themselves deem proper.

(2) Recommend capital park and trail projects to Council subject to available funding sources.

(3) Recommend policies affecting the use of the city's park and trail system.

(4) Recommend the allocation of park fields in a fair and equitable manner, based on recommendations from users and city staff.

(5) Work with a variety of organizations to ensure the offering of an appropriate array of recreation opportunities for the youth and adults of the city.

(6) Prepare and recommend a comprehensive plan for the future development of the city park, recreation and trail system, to be submitted to the City Council for implementation, and to maintain said plan, and recommend amendments of the plan to the City Council, as may become necessary or desirable.

(7) To act in an advisory capacity to the City Council in all matters relating to a park, recreation and trail programs in the city.

(8) Any other plans and programs as may be assigned by the City Council from time to time.

(C) *Powers.* The Commission shall not be considered a park board under state law and shall have no powers to acquire or lease land, employ personnel, or enter into contracts or leases, or any similar powers authorized for a park board by state law.

§ 32.49 APPROPRIATIONS AND EXPENSES

(A) The City Council shall make available to the Commission such appropriations as it may see fit for fees and expenses necessary to conduct its work.

(B) Members of the Commission shall receive a per diem of \$35 per Commission meeting attended.

CHAPTER 98 REGULATIONS FOR CITY PARKS AND PARK LANDS

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§ 98.01 PURPOSE AND INTENT

The purpose of this Chapter is to provide for the regulated use of and the protection of life and property in or on City parks.

§ 98.02 DEFINITIONS

For the purpose of this Chapter the following words and phrases shall have the meaning given to them.

- (1) *City Park and Park Lands*. Any land owned by the City of Cambridge and designated as a park by the City Council.
- (2) *Liquor*. A beverage capable of inducing intoxication, including but not limited to 3.2 beer, wine and wine coolers.
- (3) *Motorized vehicle*. Any motor vehicle, whether designed for, used or capable of use for travel, lodging, sport, amusement or recreation, whether or not eligible to be licensed for use upon streets or highways, including, but not limited to, automobiles, buses, trucks, tractor trailers, tractors, motorbikes, motor scooters, mini-bikes, trail bikes, motorcycles, go-karts, hovercrafts, snowmobiles, all-terrain vehicles, off road vehicles, mini-trucks or dune buggies.
- (4) *Person*. An individual, firm, partnership, corporation or association of persons.

§ 98.03 PARK REGULATIONS

- (1) *Equipment*. No person shall willfully mark, deface, disfigure, injure, tamper with, displace or remove any building, bridge, table, bench, waste receptacle, fireplace, railing, paving or paved material, waterline or other public utility or part or appurtenance thereof, sign, notice or placard (whether temporary or permanent), monument, stake, post or other boundary marker, or other structure, equipment, park property or park appurtenances whatsoever, either real or personal.
- (2) *Rest Room Facilities*. No person shall fail to cooperate in maintaining rest rooms, wash rooms and other sanitation facilities in a neat, orderly and sanitary condition. No person over the age of five years shall use the rest rooms and washrooms designed and designated for members of the opposite sex.
- (3) *Public Waters*. No person shall throw, discharge, or otherwise place or cause to be placed in the water of any fountain, pond, lake, stream, bay or other body of water in or adjacent to any park or in any tributary, stream, storm sewer or drain flowing into such water, any substance, matter or thing, liquid or solid; nor shall any person bring in or dump, deposit or leave any bottles, broken glass, ashes, paper boxes, cans, dirt, rubbish, waste, garbage, or refuse or any other

trash, in any park or portion thereof, or in any waters in or contiguous to any park. All such garbage, refuse or trash shall be placed in the proper receptacles; where proper receptacles are not provided, all such garbage, refuse or trash shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere.

- (4) *Alcoholic Beverages.* No person shall bring into any park nor possess, display, consume or use intoxicating liquor in any park unless prior written approval has been issued by the City Administrator or the City Administrator's designee. During special events held by the city or an event the city participates in, alcoholic beverages may be purchased from a mobile food vendor participating in the event and the beverage may be consumed during the special event in the designated compact/contiguous area only. (Ord. No. 784, 4/1/24)
- (5) *Fires.* Fires are prohibited in City parks except in a metal grill. No person shall leave before the fire has been completely extinguished, and all garbage, trash, and refuse have been placed in the receptacles provided. Where no receptacles have been provided, all garbage, trash and refuse shall be carried away from the park area and shall be properly disposed of elsewhere.
- (6) *Public Sales.* No person shall within any park or property, expose or offer for sale, rent or hire any article or thing unless they have obtained prior written approval to do so from the City Administrator. No person shall announce, advertise, or call the public attention to any article or service for sale or hire in any way.
- (7) *Posters; Advertisements.* No person shall post, glue, tack or otherwise post any sign, placard, advertisement, or inscription whatsoever in park lands, or on any public lands, highways or roads adjacent to park lands, unless prior written approval is received from the City Administrator or the City Administrator's designee.
- (8) *Golfing.* No person shall play the game of golf or engage in putting, practice swinging or the striking of any golf balls in any City park.
- (9) *Camping.* Overnight camping is prohibited in City parks without first obtaining the written permission of the City Administrator or the City Administrator's designee.
- (10) *Pets.* Pets are allowed in City parks provided they are on a leash and their waste is disposed of properly. Pets are allowed off of the leash only in those areas designated by the City as an animal or dog park. Pets are only allowed in the spectator areas of athletic complexes and not on any fields unless they are a service animal. All animals that show aggression or are disruptive must immediately leave the park they are currently using.
- (11) *Group Activity.* No group, association, or organization desiring to use park facilities for a particular purpose including, but not limited to, picnics, parties, or theatrical or entertainment performances, may do so without first obtaining written approval for such use from the City Administrator. The City Administrator shall grant the application if in the Administrator's judgment the use for which the permit is sought will not interfere with the health, safety, welfare and morals and use of the park by the general public and if the applicant meets all other conditions contained in the application form. The Administrator may require an indemnity bond,

in form and substance satisfactory to the City Attorney, holding the City harmless from liability of any kind or character and protecting the City in case of property damage. The bond shall be filed with the City Clerk.

- (12) *Flowers, Trees and Shrubs.* It is unlawful to willfully and without authority cut, pluck, or otherwise injure any flowers, shrubs or trees growing in or around any public park, or on other public lands.
- (13) *Park Hours.* Except as otherwise provided here, parks shall be closed between the hours of ten o'clock (10:00) p.m. and five o'clock (5:00) a.m. of the following day. No person shall be in, remain in, or leave or park any vehicle in any park, parkway or drive during such hours. Groups, associations, or organizations wishing to meet in a park area past the time designated by the Council must obtain prior written approval from the City Administrator or the City Administrator's designee. The City Administrator shall grant the application if, in the Administrator's judgment, the use for which the permit is sought will not interfere with the health, safety, welfare and morals of the general public and if the applicant meets all other Cambridge City Codes and conditions required by the Administrator contained in the application form. The application form may contain a requirement for an indemnity bond, in form and substance satisfactory to the City Attorney, holding the City harmless from liability of any kind or character and protecting the City in case of property damage. The bond shall be filed with the City.
- (14) *Park Closing.* The Chief of Police may close any public park, parkway or drive at any time, and for such period as the Chief deems necessary, in order to protect or restore order or terminate or prevent breaches of the peace and order of the City. No person having been informed of such an order closing any such area shall remain in the area longer than is necessary to leave the closed area.
- (15) *Hunting.* No person shall rob, injure or destroy any bird or animal nest within the limits of any park, nor shall any person aim or discharge any air gun, sling shot, arrow or other weapon, or throw any stone or other projectile, at any bird or animal within any park, nor in any manner capture, kill or harm in any way any bird or animal therein.
- (16) *Trapping.* No person shall set, lay, prepare or have in his possession any trap, snare, artificial light, net, bird line, ferret or any contrivance whatever, for the purpose of trapping, catching, taking, or killing any bird or animal within any park or parkway.
- (17) *Firearms and Fireworks.* Except as otherwise permitted by law in this Code, no person shall within the limits of any park or parkway, fire or discharge any cannon, fowling piece, pistol, revolver, paintball gun, airsoft gun, or firearm of whatever description or fire, explode or set off any firecracker, or any other thing containing powder or other combustible or explosive material.
- (18) *Motorized Vehicles.* No motorized vehicles or machines of any kind or character, except those operated by and for the City or other competent governmental authority, shall drive on or across park lands, the ice skating rinks, whether on lakes or flooded, nor shall such vehicle or machine park on these areas, without first obtaining a permit from the City Council or its designated

officials, paying the fees fixed from time to time by Council resolution.

- (19) *Swimming.* Persons who swim in a City park that has a lake, river or stream shall do so at their own risk as lifeguards are not provided in any City park.
- (20) *Glass Beverage Containers.* No person shall bring a glass beverage container into any City park, nor use, possess or deposit the same therein, including deposit in a trash container.
- (21) *Litter.* No person shall litter any City park or any lake, pond or water course within or draining into a City park with any form of trash or waste material. Such trash or waste material shall be deposited in the proper receptacles when provided; where receptacles are not provided, all trash or waste material shall be carried away from the area by the person responsible for its presence.
- (22) *Penalties.* Any person violating any provision of this Chapter, upon conviction thereof, shall be punished by a fine not to exceed one thousand dollars (\$1,000) or by imprisonment not to exceed ninety (90) days, or both, together with the costs of prosecution.



City Council & Commissions Code of Conduct And Council Bylaws

Adopted: Oct. 3, 2011 (Special Meeting after regular Council meeting)
Amended: January 3, 2012; July 16, 2012; January 3, 2017; January 6, 2025;
January 5, 2026



City of Cambridge City Council and Commissions Code of Conduct

Purpose

The mayor and city council of the City of Cambridge determines that a code of conduct for its members, *as well as the members of the various advisory boards and commissions* of the City of Cambridge, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the city council hopes to promote the faith and confidence of the citizens of Cambridge in their government and to encourage its citizens to serve on its council and boards and commissions.

Standards of Conduct

No elected official or a city advisory board or commission member may knowingly:

- a. Violate the open meeting law.
- b. Participate in a matter that is before the city council or relevant board that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation. If a conflict of interest does exist, the person will remove themselves from the table and sit with the audience until the discussion / action on the item has been concluded.
- c. Use the person's public position to secure special privileges or exemptions for the person or for others.
- d. Use the person's public position to solicit personal gifts or favors.
- e. Use the person's public position for personal gain.
- f. Except as specifically permitted pursuant to Minnesota Statute §471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
- g. Disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the city council or committee.

- h. Disclose information that was received, discussed, or decided in conference with the city's legal counsel that is protected by the attorney-client privilege unless a majority of the city council has authorized the disclosure.
- i. Use their official title as Councilmember or Commission member to write a letter to the editor, prepare/submit a story to the press, or create a City of Cambridge XXX Facebook page or social media account without first seeking Council approval.
- j. Violate the City's Annual Communications Plan

Except as prohibited by the provisions of Minnesota Statute Section §471.87, there is no violation of item b. of this section for a matter that comes before the council, board, or commission, if the member of the council, board, or commission publicly discloses the circumstances that would violate these standards and refrains from participating in the discussion and vote on the matter. Nothing herein shall be construed to prohibit a contract with an elected official under the circumstances described under Minnesota Statute Section §471.88, if proper statutory procedures are followed.

Complaint, Hearing

Any person may file a written complaint with the city administrator alleging a violation of the aforementioned standards of conduct. The complaint must contain supporting facts for the allegation. The city council may hold a hearing after receiving the written complaint or upon the council's own volition.

A hearing must be held only if the city council determines (1) upon advice of the city attorney, designee, or other attorney appointed by the council, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally-recognized conflict of interest, and (2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay.

The city council's determination must be made within 30 days of the filing of the allegation with the city administrator. If the council determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the city council's determination. At the hearing, the person accused must have the opportunity to be heard. If after the hearing, the council finds that a violation of a standard has occurred or does exist, the council may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove an appointed member of a board or commission from office.

Cambridge City Council Bylaws

- I. **AUTHORITY.** City councils are authorized to adopt rules of procedure and provide for order at their meetings pursuant to Minn. Stat. § 412.191.
- II. **PURPOSE.** The purpose of this policy on city council meetings is to set the groundwork for orderly and respectful communications between and among councilmembers, city staff, and citizens to promote the efficient working of the public's business at city council meetings.
- III. **THE OPEN MEETING LAW.** The Minnesota Open Meeting Law, Minn. Stat. Chapter 13D, generally requires that all meetings of public bodies be open to the public.
 - A. This presumption of openness serves three basic purposes:
 1. To prohibit actions from being taken at a secret meeting, where it is impossible for the interested public to become fully informed concerning decisions of public bodies, or to detect improper influences.
 2. To ensure the public's right to be informed.
 3. To afford the public an opportunity to present its views to the public body.
 - B. The city council views providing and encouraging citizen access to city meetings as one of its most important duties. As a result, all council and council committee meetings, including special and adjourned meetings, with the exception of closed meetings, as provided by Minn. Stat. Chapter 13D, shall be open to the public.
 - C. In calculating the number of days for providing notice under the Minnesota Open Meeting Law, the first day that the notice is given is not counted, but the last day is counted. If the last day is a Saturday, Sunday, or legal holiday, that day is omitted from the calculation and the following day is considered the last day (unless, it happens to be a Saturday, Sunday, or legal holiday).
 - D. In keeping with the intent of the Minnesota Open Meeting Law, city councilmembers shall not use any form of electronic communications technology, such as text messaging or e-mail, to communicate with one another or third parties during a public meeting in a manner that is hidden or shielded from the public view.
 - E. Pursuant to Minn. Stat. § 13D.01, subd. 6, at least one copy of the written materials made available to council at or before the meeting shall also be made available for inspection by the public, excluding any non-public data, attorney-client privileged or materials related to agenda items of closed meetings.
- IV. **QUORUM.** A simple majority (three members) of the council shall constitute a quorum for the valid transaction of any scheduled business to come before the council.
- V. **COUNCIL MEETINGS.**
 - A. **Location.** All meetings, including special, recessed, and continued meetings, shall be held in the city council chambers, unless otherwise designated, pursuant to Minn. Stat. § 13D.04, subd. 2.

- B. **Regular meetings.** A schedule of regular meetings shall be kept on file with the City Administrator. All regular City Council meetings held in City Council Chambers must be recorded.
- C. **Special meetings.** A special meeting is a meeting that is held at a time or location different from that of a regular meeting. A special meeting may be called by the mayor or any two city councilmembers by filing a request for the meeting at least three days before the meeting. Days shall be counted as provided in III-C. Notice to the public of special meetings must be given pursuant to Minn. Stat. § 13D.04, subd. 2. All regular City Council meetings held in City Council Chambers must be recorded.
- D. **Emergency meetings.** An emergency meeting may be called by the mayor or any two city councilmembers. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the public body require immediate consideration by the public body. Posted or published notice of an emergency meeting is not required. However, the city will make a good faith effort to notify each news outlet that has filed a written request for notice. Notice must be given by telephone or any other method to notify members of the public body. The notice must include the subject of the meeting.
- E. **Closed meetings.** The Minnesota Open Meeting Law allows some meetings to be closed to the public for defined purposes. When a meeting is closed, the presiding officer at the council meeting will state the reason for closing the meeting on the record and cite the state statute that permits closure.
- F. **Recessed or continued meetings.** When a meeting is recessed or continued, the presiding officer shall state the time and place for the next meeting to occur pursuant to Minn. Stat. § 13D.04, subd 4. The time and place shall be noted in the minutes. If the time and place is stated and noted in the minutes, no additional notice of the meeting is required. However, if the time and place is not stated, the notice procedures for special meeting shall be required.
- G. **Organizational meetings.** The council will conduct its organizational meeting concurrent with the first regular council meeting in January of each year to:
 - 1. Appoint an acting mayor pursuant to Minn. Stat. § 412.121.
 - 2. Select an official newspaper pursuant to Minn. Stat. § 412.831.
 - 3. Select an official depository for city funds. This must be done within 30 days of the start of the city's fiscal year pursuant to Minn. Stat. §§ 427.01-.02; 118A.02, subd 1; 427.09.
 - 4. Review council's bylaws and make any needed changes.
 - 5. Assign committee duties to members.
 - 6. Approve official bonds that have been filed with the clerk.

VI. PRESIDING OFFICER. The mayor shall preside at all meetings of the city council.

- A. **Role of the presiding officer.** The presiding officer shall preserve order, enforce the City Council Rules of Order and Procedure as adopted in VII, and determine, without debate, all questions of procedure and order, subject to the final decision of the council on appeal as provided in VI-D.

The presiding officer shall determine the order in which each member may speak and may move matters to a vote once the officer has determined that all members have spoken. The presiding officer may determine whether a motion or proposed amendment is in order and may call members to order.

- B. ***Adjourning meetings.*** If considered necessary, because of grave disorder, the presiding officer may adjourn or continue the meeting to another time or suspend the meeting for a specified time.
- C. ***Designation of a sergeant-at-arms.*** The presiding officer may request that local law enforcement designate a member to serve as a sergeant-at-arms at city council meetings. The sergeant-at-arms shall carry out all orders or instructions given by the presiding officer for the purpose of maintaining order and decorum at meetings.
- D. ***Motions and voting.*** The presiding officer may make motions, second motions, speak on any questions, and vote on any matter properly before the council.
- E. ***Absences of the presiding officer.*** In the absence of the mayor, the acting mayor shall preside. In the absence of both the mayor and the acting mayor, the city administrator shall call the meeting to order. The first order of business shall be to select a presiding officer for the meeting from the members present. The city administrator shall preside until the councilmembers present choose a member to act as presiding officer.
- F. ***Appeals of rulings of the presiding officer.*** Any member of the council may appeal to the full council a ruling on order or procedure made by the presiding officer.
 - 1. ***Procedure for appeals.*** An appeal is made by motion. No second is need for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain his or her ruling, but no other councilmember may participate in the discussion.
 - 2. Once both the maker of the motion and the presiding officer has spoken, the matter must be voted upon by the council as a whole.
 - 3. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.
- G. ***Temporary designation of a presiding officer.*** The presiding officer may choose to designate a temporary presiding officer before participating in debate on a given matter. In the alternative, the council may by majority vote designate a temporary presiding officer to preside over the debate on a given matter. The presiding officer shall resume presiding as soon as action on the matter is concluded.

VII. DECORUM OF COUNCILMEMBERS.

- A. ***Aspirational statement:*** All councilmembers shall assist the presiding officer in preserving order and decorum and in providing for the efficient operation of the meeting.

- B. ***Aspirational statement:*** No councilmember shall engage in conduct which delays or interrupts the proceedings or which hinders honest, respectful discussion and debate.
- C. ***Aspirational statement:*** City council meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.
- D. To effectuate these aspirational goals, city councilmembers shall conduct themselves at council meetings in a manner consistent with the following:
 - 1. No councilmember shall engage in private conversation or pass private messages while in the chamber in order to not interrupt the proceedings of the council.
 - 2. No councilmember shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.
 - 3. No councilmember shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during a council meeting.
 - 4. No councilmember shall speak on any subject other than the subject in debate.
 - 5. No councilmember shall speak without being recognized by the chair; nor shall any councilmember interrupt the speech of another councilmember.
 - 6. No councilmember shall disobey the decision of the presiding officer on questions of order or practice or upon the interpretation of the rules of council.
 - 7. No councilmember shall engage in disorderly conduct that disturbs or disrupts the orderly conduct of any meeting.

VIII. MOTIONS. The purpose of this policy is to foster debate and discussion in an orderly manner, and not to suppress honest discussion with excessive formality. Without rules, confusion and disorderly proceedings would hamper all city action, no matter how well intended. Rules allow city business to be conducted as efficiently as possible, give every person a chance to be heard, prevent discussion of multiple topics at once, and allow decisions to be made by majority rule.

- A. ***Rights of councilmembers.*** All councilmembers are equal and have the same rights to make motions; object to motions in a timely manner; participate in debate; have their votes counted; and speak, when recognized, free of interruption.
- B. ***Obligations of councilmembers.*** The rights of individual councilmembers cannot be realized unless all councilmembers also recognize their obligations as members of the political body. Councilmembers are obligated to receive the recognition of the chair before speaking, except as otherwise provided by these rules. No one has the right to speak at whim.

Councilmembers are obligated to speak directly on the subject being considered and observe time limits for comment. Finally, councilmembers are obligated to address all remarks to the presiding officer, avoid personal attacks, and refrain from using any insulting or demeaning language or indecent or threatening behavior.

1. Motions.

All formal actions of council must be by motion. A councilmember may make only one motion at a time.

2. Language for making a motion.

The appropriate language for making a motion shall be substantially similar to “*I move to _____.*”

3. Procedure for consideration of a motion.

All motions must be seconded for consideration and discussion. Once a motion has been made, the presiding officer shall restate the motion and (if applicable) open the motion up for debate, provided that the mayor determines that the motion is in order and no objections to the motion have been.

A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings. Debate shall follow the procedures in Rule 5. Once debate has concluded, the presiding officer shall restate the motion and call for a vote on the issue. A motion shall be considered passed if it receives a majority vote of those present at the meeting, unless otherwise required by law.

4. Objections to a motion.

- a. Any member of the council may make an objection to a motion if he or she believes the motion is not in order. A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings.
- b. An objection to a motion must be made immediately following the motion and at no other time. The objector does not need to be recognized by the presiding officer in order to voice their objection. The appropriate language for making an objection shall be substantially similar to “*I object to the motion as being out of order, and call for a ruling by the presiding officer.*”
- c. A motion may be objected to as not being made at a proper time if the motion was made by a person not called upon by the presiding officer to speak, or if it does not follow the agreed upon agenda for the meeting.
- d. The presiding officer shall determine whether the motion is in order.
- e. In determining whether the motion is in order, the presiding officer shall let the objector to the motion speak once explaining his or her position. Next, the presiding officer shall

let the maker of the motion speak once to answer the concerns of the objector. Then the presiding officer shall make a formal ruling as to whether the motion was in order.

- f. If the motion is ruled out of order, the motion shall not be considered. If the motion is ruled in order, the presiding officer shall open the motion for debate (if applicable).
- g. The presiding officer's ruling may be appealed as provided in Rule 7.

5. *Debate.* Generally only one motion may be considered at a time in debate. Once a motion has been made, the presiding officer shall restate the motion and open the motion for debate, if the motion is debatable. The presiding officer shall conduct the debate in accordance with the following:

- a. For initial comments, all comments shall be limited to five minutes. For subsequent comments, all comments shall be limited to two minutes.
- b. The maker of the motion shall be permitted to speak first on the issue.
- c. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
- d. Everyone who wishes to speak on the issue must be permitted to speak once, before councilmembers who have already spoken are permitted to speak again.
- e. Councilmembers shall avoid repeating points already made in the debate or other duplicative conduct that may delay the proceedings. Where a point has already been made, councilmembers may affirm agreement or disagreement.
- f. Generally only one motion may be considered at a time in debate. Debate may only be interrupted by a motion to amend the original motion, a motion to take a brief recess, a motion to withdraw the motion by the motion's maker, a motion to divide a complex question, a motion to defer consideration to a later date, a motion to refer an issue to committee, motion for the previous question, a motion to limit debate, or a motion for a call to order. When debate is interrupted by any of these motions, the interrupting motion shall be resolved prior to resuming debate.

6. *Definitions of motions that may interrupt debate (secondary motions).* As explained in #5, only certain motions may interrupt debate on a motion. These are called secondary motions. When a secondary motion is made, the presiding officer must follow the same procedures in #3 to consider the secondary motion.

A secondary motion must be resolved, either by being ruled out of order by the presiding officer or debated and voted upon by the council, before debate on the main motion can resume. Secondary motions may also be made outside of debate, where appropriate. For example, a motion to take a brief recess can be made before, during, or after a debate.

- a. ***Motion to amend the original motion.*** The maker of the motion does not need to consent to a motion to amend. However, he or she may vote against the amendment or withdraw their motion via a motion to withdraw prior to any amendment being

approved. Only two amendments may be made to an original motion to avoid confusion. The amendments should be voted on in reverse order, with the last amendment being voted upon first. To avoid confusion, complex language should be put in writing. A motion may not be amended so substantially as to essentially reject the original motion, though different language may be proposed so as to entirely substitute for the original language.

The appropriate language for making a motion to amend shall be substantially similar to "I move to amend the motion by inserting between . . . and . . ." or "I move to amend the motion by adding after . . ." or "I move to amend the motion by striking out . . ." or "I move to amend the motion by striking out . . . and inserting . . ." or "I move to amend by striking out the motion . . . and substituting the following."

- b. **Motion to take a brief recess** is not a motion to adjourn or continue the meeting to another time or place. Instead, it is a motion to take a brief respite no greater than 20 minutes. If a motion to take a brief recess is granted, the presiding officer may set a time for the meeting to resume. In addition, the presiding officer is authorized to call for a brief recess on his or her own initiative, without a vote, to maintain order in the meeting.

The appropriate language for making a motion to recess shall be substantially similar to "I move to take a brief recess for _____ minutes."

- c. **Motion to withdraw a motion** is not subject to debate, and it can only be made by the motion's maker before a motion is amended.

The appropriate language for making a motion to withdraw shall be substantially similar to "I move to withdraw my motion."

- d. **Motion to divide a complex question** may be used for complex items of business. It allows the council to break larger questions into smaller parts, which are considered separately.

The appropriate language for making a motion to divide a complex question shall be substantially similar to "I move to divide the question into _____ parts. Part 1 shall be _____. Part 2 shall be _____."

- e. **Motion to table or defer consideration to a later date** is not subject to debate. It may be used to defer or delay consideration of a matter.

The appropriate language for making a motion to defer consideration shall be substantially similar to "I move to defer consideration of the main motion/this item until _____."

- f. **Motion to refer an issue to committee** is not subject to debate. It may be used to refer an issue to a city committee, such as the park board or planning commission, for their report. The motion should contain an expected receipt day for the report.

The appropriate language for making a motion to refer an issue shall be substantially similar to "I move to refer the main motion/this issue to the _____ committee for its consideration and recommendation. The committee should report back to the council in ___ days/weeks."

- g. **Motion for call of the previous question** is not subject to debate. It may be used only after at least 20 minutes of debate on a single motion or when all members of the council have been permitted to speak at least once on the motion. If approved by the majority, a vote must be taken on the motion under debate immediately.

The appropriate language for making a motion to call the previous question shall be substantially similar to "I move to call the previous question" or "I move for an immediate vote on this issue."

- h. **Motion to limit debate** is not subject to debate. It may be used to establish time limits for debate.

The appropriate language for making a motion to limit debate shall be substantially similar to "I move to limit debate on this issue to ___ minutes per person" or "I move to limit council debate on this issue to no more than ___ minutes total."

- i. **Motion for a call to order** is not subject to debate. It may be used to signal to the presiding officer that the councilmember feels the proceedings have gotten disorderly.

The appropriate language for making a motion for a call to order shall be substantially similar to "I move for a call to order by the presiding officer."

NOTE: Most secondary motions should not literally interrupt debate. They may not be made in the midst of the comments of a speaker duly recognized by the presiding officer, or silence the speaker's speech. To make a secondary motion, the maker must be called upon and recognized by the presiding officer. There are two exceptions to this rule—a motion for a call of the previous question and a motion for a call to order. These motions may be made at any time—even in a manner that interrupts a speaker. However, these motions should be made only in the rare instance where a meeting has become out of control, strayed from the agenda, or become disorderly.

7. Appealing procedural decisions of the presiding officer.

- a. Any member of the council may appeal to the full council a ruling on order or procedure made by the presiding officer.
- b. **Procedure for appeals.** An appeal is made by motion. No second is needed for the motion. The member making the motion may speak once solely on the question

involved, and the presiding officer may speak once solely to explain his or her ruling, but no other councilmember may participate in the discussion.

- c. Once both the maker of the motion and the presiding officer has spoken, the matter must be voted upon by the council as a whole.
- d. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

8. Other special motions explained.

- a. **Motion to adjourn** is not subject to debate. It may be used to suggest a conclusion to the meeting. The presiding officer may adjourn a meeting on his or her own initiative, without a vote, if necessary to maintain order.

The appropriate language for making a motion to adjourn shall be substantially similar to "I move to adjourn the meeting."

- b. **Motion to go into closed session** may be used to close the meeting pursuant to the Minnesota Open Meeting Law. When the motion is made, the basis for closing the meeting and the applicable law must be stated into the record. The presiding officer may also close the meeting on his or her own initiative, without a council vote, if closing the meeting is mandatory under the law or if directed by the city attorney.

The appropriate language for making a motion to go into closed session shall be substantially similar to "I move to close the meeting in order to consider _____ pursuant to _____ of the Minnesota Open Meeting Law."

- c. **Motion to leave a closed session** may be used to conclude a closed session and return to an open meeting.

The appropriate language for making a motion to leave a closed session shall be substantially similar to "I move to open the meeting."

- d. **Motion to revive consideration of an issue** may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting.

The appropriate language for making a motion to revive shall be substantially similar to "I move to revive consideration of _____ previously tabled/deferred/referred to committee."

- e. **Motion to reconsider** may be made only at the **same** meeting where the issue was originally considered and voted upon. It may be made only by a person on the prevailing side of an issue. In the event of a tie vote, those voting against the issue shall be considered the prevailing side.

The appropriate language for making a motion to reconsider shall be substantially similar to “I move to reconsider _____.”

- f. **Motion to rescind or repeal** may be made at any meeting following the meeting where the issue was originally considered and voted upon. It may be made by any councilmember, whether or not he or she was on the prevailing side. It may not be made when prevented by law or where substantial reliance on the council’s previous decision has occurred (for example, in the area of contracts or hiring/termination of employees).

The appropriate language for making a motion to reconsider shall be substantially similar to “I move to rescind/repeal the council’s previous action related to _____ as stated in resolution number _____.”

- g. **Motion to prevent reintroduction of an issue for ____ months** is not subject to debate. It may be used to limit discussion of an issue that has been raised and/or moved for reconsideration several previous times.

The appropriate language for making a motion to prevent reintroduction shall be substantially similar to “I move to prevent reintroduction of this issue for _____ months.”

- h. **Motion to suspend the rules or to consider a motion informally** should be used sparingly on issues likely to be uncontroversial. Complex motions and resolutions should still be put in writing. This motion may permit informal discussion of an issue (such as a roundtable discussion, brainstorming session, visioning session, etc.) where appropriate.

The appropriate language for making a motion to proceed informally shall be substantially similar to “I move that we suspend the rules and proceed informally in discussing the issue of _____.”

9. **Resolutions and ordinances.** Simple motions shall be used only for procedural and meeting matters. Substantive issues, such as the approval or disapproval of street improvement projects and contracts; the censure of councilmembers; zoning issues, and the adoption of city policies, rules, and ordinances shall be by resolution. An exception to this general rule may be made in instances where significant documentation of the council’s decision exists, rendering an additional resolution repetitive (for example, where a written contract spells out all the terms that would be listed in the resolution). All resolutions shall be written and numbered in a manner consistent with the city’s record keeping policies.

The appropriate language for a motion for the adoption of a resolution shall be substantially similar to “I move to adopt the resolution numbered ____.”

10. **Robert’s Rules not applicable.** These model rules are designed specifically for Minnesota city councils. Further, these rules were drafted to be an appropriate level of regulation and formality for smaller governing bodies typically seen in Minnesota cities. Robert’s Rules of

Order is not assumed to apply or to supplement these regulations. Where a situation arises that is not addressed by these rules, the intent of these rules, as expressed in the preamble, should be effectuated by the presiding officer, in consultation with the city attorney.

IX. VOTING.

- A. The votes of the city council will be taken by voice vote. The presiding officer shall announce the results of all votes of the council.
- B. A clear statement of the matter being voted upon and the names of those voting for and against the matter shall be recorded in the official minutes.
- C. Councilmembers may ask for a roll call of the vote by the Mayor on any motion or resolution.
- D. The city administrator may ask for a verification roll call if the vote of a councilmember is not clear on the voice vote.
- E. A majority vote shall be sufficient for all matters before the council, unless otherwise provided by state law.
- F. Whenever a matter is put forward for a vote, every councilmember shall vote, except as follows:
 - 1. A conflict of interest exists under state law;
 - 2. A Councilmember determines that voting on the matter, given his or her individual circumstances, would give rise to an appearance of impropriety that could negatively affect the public trust; or
 - 3. A Councilmember determines that he or she does not have enough information to vote yes or no on a matter. This exception shall only apply if the Councilmember has identified the lacking information and made an attempt to have the matter continued so the information can be developed or obtained.

Whenever a Councilmember abstains from voting, he or she must state on the record the reason(s) for abstaining and the exception(s) on which the abstention is based.

X. PUBLIC COMMENT AT COUNCIL MEETINGS AND AT PUBLIC HEARINGS

- A. **Public participation and comment at council meetings.** City council meetings are the forum for the city council to conduct the city's business. While city council meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a forum for public expression. As such, members of the public are not allowed to participate in council discussion and debate without a specific invitation and/or formal recognition by the presiding officer. Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or action that may disrupt the proceedings of council.

- B. **Members of the public shall follow the direction of the presiding officer.** Members of the public who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues, the presiding officer may ask the member of the public to leave the meeting room.

If the member of the public refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the person through any lawful means. In emergency situations, or where conduct is an egregious threat to the safety of the public or the council, a warning is not necessary before the sergeant-at-arms is directed to remove the person.

- C. **Public comment period.** A limited forum for residents, property owners, and business owners of the City of Cambridge to speak with the council is provided on the agenda for the council meeting held the third Monday of every month. Public comments during the public comment period are subject to these limitations:
1. Speakers must be recognized by the presiding officer before speaking, are limited to three minutes for comment, and cannot speak on items that are already on the agenda.
 2. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The presiding officer may request speakers to appoint a spokesperson.
 3. The presiding officer may place a time limit on the public comment period if necessary to allow for the conduct of city business. If there is not sufficient time at the meeting to hear all public comments, the comment period may be deferred to the next regular council meeting or at a continued meeting.
 4. Speakers must sign up prior to speaking and provide a name, address, and brief summary of the subject matter they wish to address. The sign-up sheet will be available at the start of the city council meeting.
 5. Speakers must direct their remarks toward the presiding officer.
 6. Speakers shall not use obscene, profane or threatening language, nor conduct themselves in a threatening, loud, or boisterous manner that disrupts the conduct of the meeting or the security of the public.
 7. Speakers are required to follow the direction of the presiding officer.
 8. Speakers who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues the presiding officer may ask the speaker to leave. If the speaker refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the speaker through any lawful means. In emergency situations, or when

conduct is an egregious threat to the safety of the public or the council, a warning is not necessary before the sergeant-at-arms is directed to remove the speaker.

9. Council will generally not respond at the same meeting where an issue is initially raised by a member of the public. Generally the matter will be referred to staff for further research and possible report or action at a future council meeting.

D. A summary of these rules for public comment may be provided in the council meeting room.

XI. PUBLIC HEARINGS. Public hearings are sometimes required by law to allow the public to offer input on city council decisions. When public hearings are required by law, notice shall be provided as required by state statute. Public hearings shall be commenced at the time advertised in any notice required by law.

A. **General procedure for public hearings.** The order of business for all public hearings conducted by council shall be:

1. Opening comments by presiding officer announcing the purpose of the public hearing.
2. Presiding officer opens the public hearing portion of the meeting.
3. Staff presentation (including city administrator, attorney, engineering reports if any).
4. Developer/other presentation (if any).
5. Public comments.
6. Reading of written comments.
7. Presiding officer formally closes the public hearing portion of the meeting.

B. Speakers who wish to address the city council at a public hearing must follow the same rules in Section X Public Hearings. However, the presiding officer may allow additional time for speakers, as required, to comply with applicable state law.

C. Speakers may also provide written comments to the city council before or at the meeting. Written comments may be read aloud by the City Administrator or their designee. Anonymous, unsigned communications will not be read.

D. The presiding officer may continue the hearing, if necessary, following the procedures in Section V Council meetings, subsection F.

XII. PROCEDURE FOR RESOLUTION AND ORDINANCE ADOPTION. All resolutions and ordinances shall be in writing. Unless otherwise provided by law, all ordinances shall be adopted by a majority vote of councilmembers present at the council meeting. Unless otherwise provided by law, ordinances do not require multiple readings, and may be adopted as presented at the first available meeting.

XIII. BOARD, COMMISSION, AND COMMITTEE ASSIGNMENTS. All assignments of councilmembers to serve on city boards, commissions, and committees shall be by a majority vote of councilmembers present at the meeting, unless otherwise provided by law.

XIV. SEATING ASSIGNMENTS. Councilmembers shall occupy the chairs assigned to them by the presiding officer.

XV. SUSPENSION OR AMENDMENT OF THESE RULES. Any or all of these rules may be temporarily suspended by a majority vote of the councilmembers present at the meeting, except as otherwise required by Minnesota law. These rules shall not be repealed or amended except by a majority vote of the whole council after notice has been given at a preceding council meeting.

Background

To stay well informed, we have created a list of helpful webpages, Facebook pages to follow, and newsletters to subscribe to.

City website links helpful to Parks, Trails, and Recreation Commissioners

- City of Cambridge website is found at www.ci.cambridge.mn.us
- Parks, Trails, and Recreation Commission webpage is found at www.ci.cambridge.mn.us/your-government/commissions/parks-trails-recreation-commission
- Parks, Trails, and Recreation Commission minutes and packets are found at www.ci.cambridge.mn.us/your-government/agendas-audio-minutes/-folder-1104
- The Community Calendar, which lists all city meetings and events, is found at www.ci.cambridge.mn.us/our-community/calendar
- Sign up for eNotifications at www.ci.cambridge.mn.us/our-community/enotification which sends email notifications for any of the following topics:
 - Airport Advisory Board Meeting
 - All Events
 - All Meetings
 - Arts
 - City Council Meeting
 - Concerts
 - Economic Development Authority
 - Family Fun
 - Kids Activities
 - Movies
 - Parks, Trails, And Recreation Commission Meeting
 - Planning Commission Meeting
 - All Jobs
 - COVID-19 Response
 - General Emergency
 - General News
 - Mosquito Spraying
 - Ordinance Changes
 - Severe Weather – Tornado Emergency
 - Street Improvements Projects
 - Summer Programming
 - Train Derailment Emergency
 - All RFPs

Sources of Minnesota Parks Information

1. Greater MN Parks and Trails
 - a. Website: www.greatermnparksandtrails.org
 - b. Facebook: www.facebook.com/greatermnparksandtrails
2. Greater Minnesota Regional Parks and Trails Commission
 - a. Website: www.gmrptcommission.org
 - b. Facebook: www.facebook.com/GMRPTC
 - c. Email newsletter: <https://dms.gmrptcommission.org/index.php?capp=newslettersignup>
3. Explore MN
 - a. Website: www.exploreminnesota.com
 - b. Facebook: www.facebook.com/ExploreMinnesota
 - c. Email newsletter: www.exploreminnesota.com/newsletters
4. Parks and Trails Council of Minnesota | Facebook | Email newsletter
 - a. Website: www.parksandtrails.org
 - b. Facebook: www.facebook.com/parksandtrails
 - c. Email newsletter: www.parksandtrails.org/email-sign-up
5. Minnesota Recreation and Park Association | Facebook
 - a. Website: www.mnrpa.org
 - b. Facebook: www.facebook.com/MNRPA

6. Minnesota Recreation and Park Foundation | Facebook
 - a. Website: www.mnrpf.org/about-us
 - b. Facebook: www.facebook.com/people/Minnesota-Recreation-and-Park-Foundation/100068817152033/
7. Minnesota Trails | Facebook | Email newsletter
 - a. Website: www.mntrails.com
 - b. Facebook: www.facebook.com/MNTrails/
 - c. Email newsletter: Top right corner of www.mntrails.com
8. Minnesota State Parks and Trails by the DNR | Facebook | Email newsletter
 - a. Website: www.dnr.state.mn.us/state_parks/index.html
 - b. Facebook: www.facebook.com/mnstateparksandtrails/
 - c. Email newsletter: www.dnr.state.mn.us/state_parks/newsletters/index.html

Staff Recommended Parks, Trails, and Recreation Commission Action:

Bookmark the websites, follow the Facebook pages if you utilize Facebook, and subscribe to the email newsletters.

Attachments:

None

PARKS PRIORITY LIST

Line #	Budget	Location	Improvement	Approximate Cost	Notes
1	Annually	Parks Programming	Summer Concert Series Winter Fest Art Fair and Chalk Art Contest Activities in the Park	\$30,000/year	
2	Future Improvements	Spirit River Nature Area	Fat Tire Bike Trail Signage	\$200.00	
3	Future Improvements	Pioneer Park	Small Play equipment	Small Play Equipment \$20,000	
4	Future Improvements	Boiling Springs Trail	River bank restoration and snowmobile trail/bridge restoration	Cost Unknown. Potential funding/grant needed.	
5	Future Improvements	Joe's Lake Preserve	Develop trails	Cost Unknown	
6	Future Improvements	City Park	Cambridge City Park improvement	\$100,000 Acquisition of additional property on Fern Street \$40,000 – Expanded play w/shade canopies \$8,000 – New picnic w/shelter \$20,000 – Tot lot	
7	Future Improvements	Central Green	Ice Rinks	Future Improvements	Hockey Association Partnership
8	Future Improvements	Central Green Park	Restrooms	Cost Unknown	
9	Future Improvements	6 th Lane SE	Bench	If a bench is donated without a specific location in mind	We have a certain type of bench we install
10	Future Improvements	Central Green Park	Court lighting	\$68,850 for labor and equipment: 1 mohe, install 4 used Musco 40' HID poles, fixtures with new lamps and bases, remove spoil piles, adjust fixtures after dark. Install two 50 amp circuit in conduit for poles from control link cabinet in main building to include trenching boring and restoration. Push button control on pole at court location.	Cambridge Area Pickleball Association may be interested in donating a portion of these costs.
11	Future Improvements	Cambridge Cove	Park	Cost Unknown	
12	Future Improvements	Central Green Park	Improvements to the Skate Park	Cost Unknown	
13	Future Improvements		Habit Management Plan	Approximately \$2,500 to \$6,000, depending on the scope	Will potentially assist in obtaining grants and completing projects such as Buckthorn Removal and Reforestation
14	Future Improvements	Cambridge Shores	City Park	Cost Unknown	

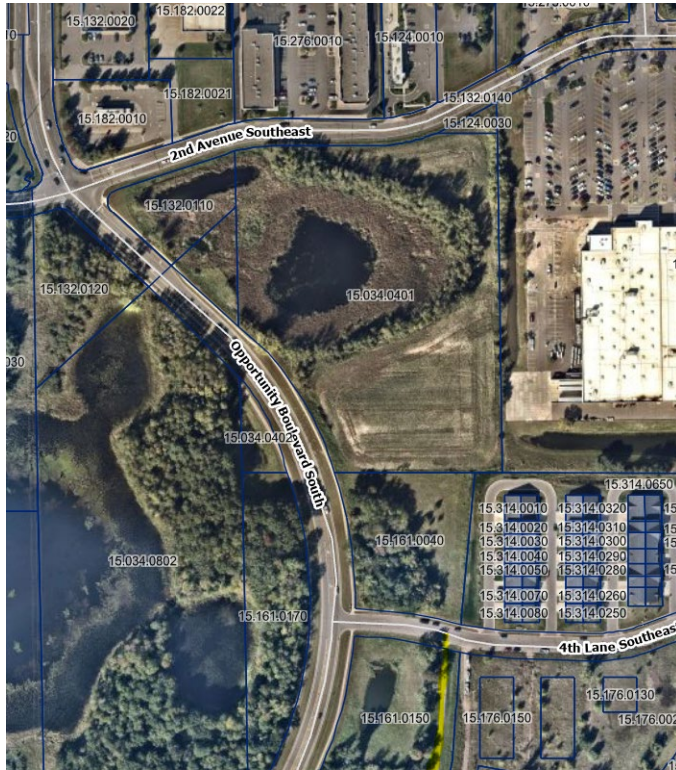
PARKS MAINTENANCE BUDGETING

Budget	Location	Improvement	Approximate Cost	Notes
As needed	City Park North	Maintenance of Swing	\$2,000 Date installed – 2004	
As needed	City Park North Age range: 5 – 12	Playground Maintenance	\$80,000 Date installed – 2014	
As needed	City Park South Age range: All	Maintenance of Swing	\$10,000 Date installed – 2004	
As needed	City Park South Age range: All	Playground Maintenance	\$75,000 Date installed – 2007	
As needed	Honeysuckle Park Age range: All	Maintenance of Swing	\$5,000 Date installed – 2001	
As needed	Honeysuckle Park Age range: 5 – 12	Playground Maintenance	\$18,000 Date installed – 2001	
As needed	Pioneer Park Age range: 5 – 12	Playground Maintenance	\$18,000 Date installed – 2003	
As needed	Pioneer Park Age range: All	Maintenance of Swing	\$2,000 Date installed – 2003	
As needed	Brown Park Age range: 5 – 12	Playground Maintenance	\$5,000 Date installed – 2004	
As needed	Brown Park Age range: All	Bankshot Court Resurfacing	\$15,000	
As needed	Peterson Park Age range: 5 – 12	Playground Maintenance	\$5,000 Date installed – 2004	
As needed	Sandquist Park Age range: All	Maintenance of Softball Field	\$15,000 Date installed – age unknown	
As needed	Sandquist Park Age range: All	Maintenance of Baseball Field	\$2,000 Date installed – 2010	
As needed	Central Green Park Age range: All	Maintenance of Swing	\$5,000 Date installed – 2016	
As needed	Central Green Park Age range: 2 – 5	Playground Maintenance	\$5,000 Date installed – 2006	
As needed	Water Tower Park Age range: 2 – 5	Playground Maintenance	\$30,000 Date installed – 2007	
As needed	Water Tower Park Age range: All	Maintenance of Swing	\$5,000 Date installed – 2016	
As needed	Any location	Basketball Court Resurfacing	\$25,000	
As needed	Any location	Pickleball Court Resurfacing	\$30,000	
As needed	Any location	Tennis Court Resurfacing	\$20,000	

Background

Parks and Trails updates include:

- Spent the winter and spring months clearing snow off of the trails.
- The Bike Walk Trail that connects Cambridge and Isanti has been opened for the season.
- The Bathrooms in City Park should will be open the week of April 6-10th.
- Warmer weather has brought the vandals out.
- The Stormwater Assistant is continuing to work on a possible 5-year grant to do some tree/buckthorn management.
- The city is trying to acquire the land for the trail extension from 2nd Ave SE to 4th Ln SE.



The existing trail is highlighted in yellow.

- The Adopt-a-Park webpage has been recently updated. Participants of last year’s program were emailed to see if they would like to be included in the program again in 2026. A flyer was created and an article has been submitted to the Isanti-Chisago County Star.
- We have updated the Parks and Trails Map, and added an amenities page for it.

Staff Recommended Parks, Trails, and Recreation Commission Action:

No action.

Attachments:

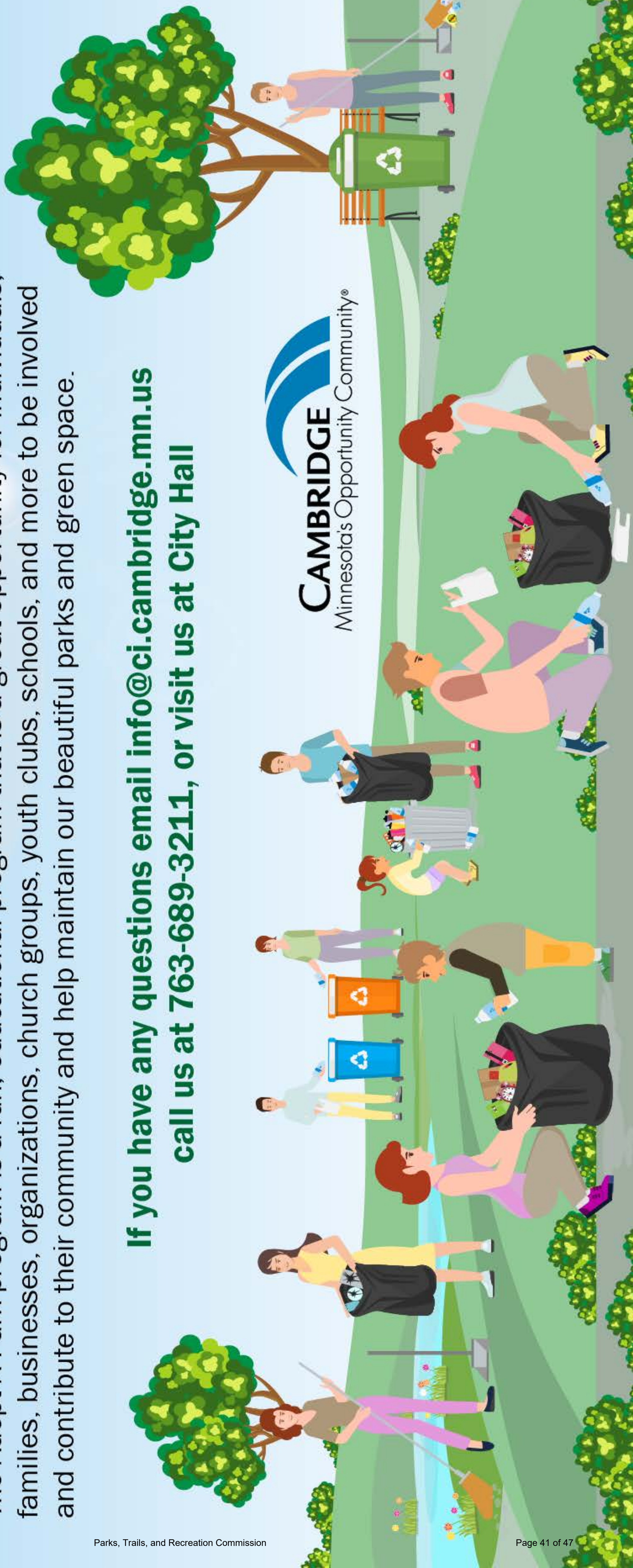
1. Adopt-a-Park flyer
2. The updated Adopt-a-Park webpage
3. Adopt-a-Park article submitted to the Isanti-Chisago County Star
4. The updated Parks and Trails Map with an amenities list

Looking for Volunteer Opportunities?

Consider adopting one of Cambridge's many parks!

The Adopt-A-Park program is a fun, educational program that is a great opportunity for individuals, families, businesses, organizations, church groups, youth clubs, schools, and more to be involved and contribute to their community and help maintain our beautiful parks and green space.

**If you have any questions email info@ci.cambridge.mn.us
call us at 763-689-3211, or visit us at City Hall**



CAMBRIDGE
Minnesota's Opportunity Community®

City of Cambridge Adopt-A-Park Program



The City of Cambridge has many local parks and green spaces throughout our community. The Adopt-A-Park program is a fun, educational program that is a great opportunity for individuals, families, businesses, organizations, church groups, youth clubs, schools, and more to be involved and contribute to their community and help maintain our beautiful parks and green space.

Those adopting parks will be recognized below and on our social media platforms.

We would love if you would share some photos of your experience for our Social Media platforms and /or website!

Volunteer opportunities can vary depending on the park that is adopted but may include:

- Picking up litter and other debris in your chosen park, including boundaries and perimeters, such as fence lines, field edges and tree lines
- Remove sticks and small branches in mowing areas, especially after storms
- Upkeep of weeding in flower beds, around signs, in playgrounds, and around any basketball or tennis courts
- Rake mulch under swings
- Remove or report graffiti to city staff
- Update the City Staff of any vandalism, damage or other potential safety concerns needing attention
- Planting and watering flowers in pre-approved areas
- Other pre-approved projects that would benefit or beautify the adopted park

If interested in this program fill out the [registration form](#) , [group registration form](#) , any necessary [parental waivers](#)

Bring these forms with you to City Hall when you gather your supplies, or they can be emailed to info@ci.cambridge.mn.us. The forms must be signed and turned in before starting any activity.

If you have any questions email info@ci.cambridge.mn.us, call us at 763-689-3211, or visit us at City Hall.

Thank you to those that have signed up for the Adopt-A-Park Program

These parks have been adopted:

[Brown Park](#) - Thank you TM Johnson Brothers!

[Central Green](#) - Thank you Girl Scouts Troop 17675!

[Peterson Park](#) - Thank you Nancy Semmer!

[Sandquist Family Park](#) - Thank you C-I Grand Slammers Softball team!

[Spirit River Nature Area](#) - Thank you Schorer Family!

[Water Tower Park](#) - Thank you Minnco Credit Union!

These parks are available for adoption:

[City Park](#)

[Dog Park](#)

[Honeysuckle Park](#)

[Lorne Erickson Memorial Park](#)

[Parkwood Park](#)

[Pioneer Park](#)

[Silver Oak Park](#)

[Wood Duck Preserve](#)

[Woodhaven Acres](#)

City of Cambridge Adopt-a-Park Program

The City of Cambridge's Adopt-a-Park program is a fun, hands-on way for residents to give back to the community while enjoying the outdoors. Designed for individuals, families, businesses, schools, church groups, troops, and community organizations, the program encourages volunteers to take an active role in maintaining the City's parks and green spaces.

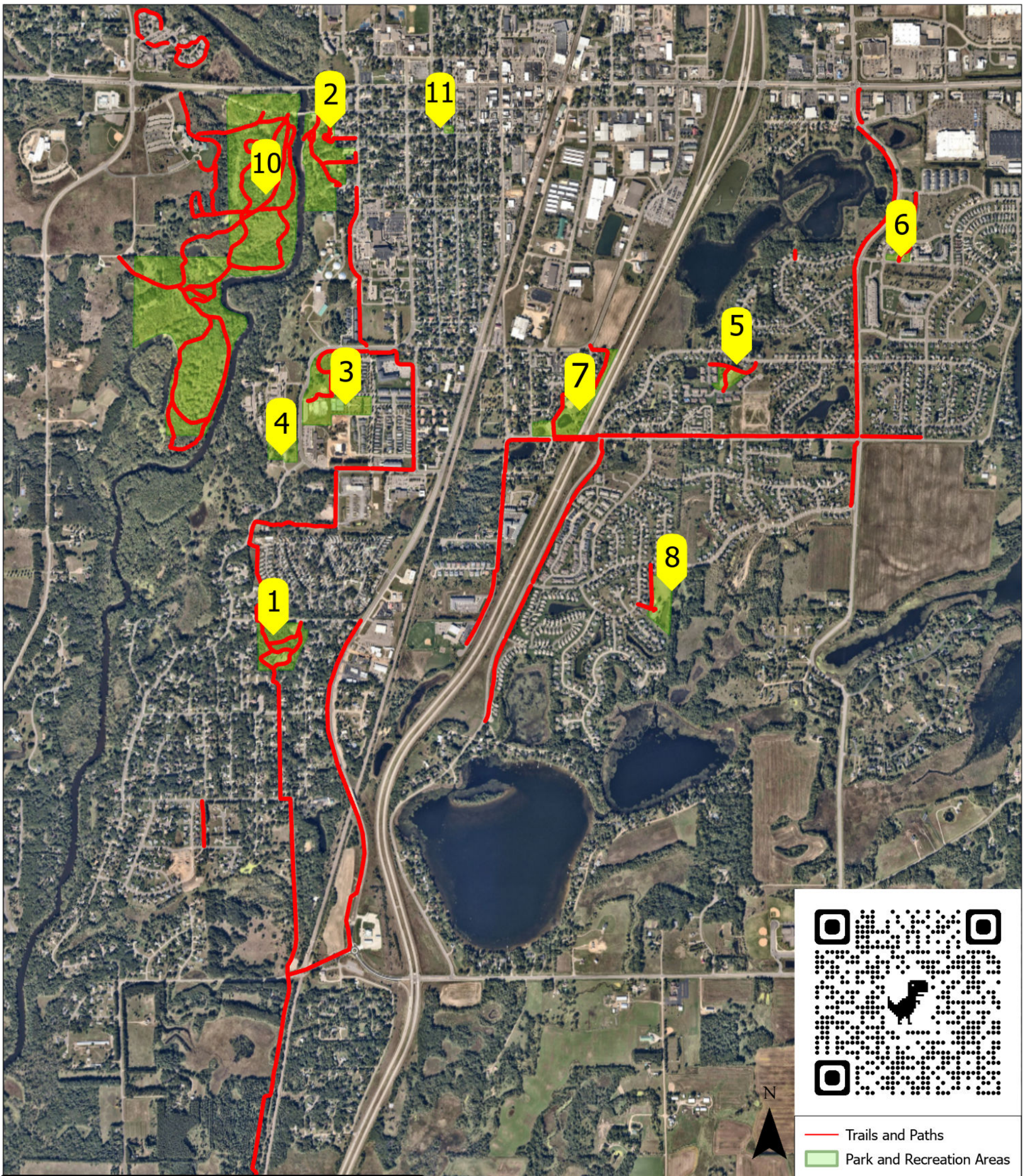
Participants who adopt a park commit to helping care for a designated area for one year from May through October. Tasks are simple but impactful: picking up litter, clearing debris after storms, pulling weeds, and reporting vandalism. These efforts help ensure that Cambridge's parks remain safe, clean, and inviting for everyone.

Volunteers are encouraged to think creatively about how to enhance their adopted park. While basic upkeep is the primary focus, participants can also propose improvement ideas such as planting flowers, installing planters along walkways, or other beautification projects. These enhancements require prior approval, but City staff welcome suggestions and collaboration.

Best of all, participating in the program is completely free. The City provides essential supplies, including trash bags, safety vests, and other cleanup materials. Once volunteers have completed their work, the Public Works Department steps in to collect filled trash bags and debris from designated pickup areas, making the process convenient and manageable.

Residents interested in joining can find application forms on the City of Cambridge website at <https://www.ci.cambridge.mn.us/amenities-fun/parks/adopt-a-park>. Completed forms can be submitted in person at City Hall when picking up supplies or sent via email to the City Clerk at MSeiberlich@ci.cambridge.mn.us. Please arrange your supply pickup day ahead of time so staff can be sure to have everything ready for you.

Todd Schwab is the Public Works/Utilities Director for The City of Cambridge. If you have any questions related to this column, please feel free to reach out by email at tschwab@ci.cambridge.mn.us or by phone at (763)689-1800.



- 1. Brown Park** (905 24th Ave SW)
- 2. Cambridge City Park** (810 2nd Ave SW)
- 3. Central Green Park** (1450 East Rum River Dr S)
- 4. Community Garden and Dog Park** (1821 East Rum River Dr S)
- 5. Honeysuckle Park** (1100 Honeysuckle Ln S)
- 6. Parkwood Park** (1920 8th Ln SE)
- 7. Peterson Park** (310 16th Ave SE)
- 8. Pioneer Park** (821 Pioneer Tr SE)
- 9. Sandquist Park** (34262 Naples Rd NW)
- 10. Spirit River Nature Area** (1055 2nd Ave SW)
- 11. Water Tower Park** (255 Birch St S)

PARK AMENITIES

1. Brown Park

905 24th Ave SW

- Bankshot Court
- Benches
- Paved Trails
- Picnic Shelter
- Playground (ages 5-12)
- Porta Potty in Summer Months

2. Cambridge City Park

810 2nd Ave SW

- Amphitheater/Large Picnic Shelter
- Basketball Hoop
- Benches
- Disc Golf Course
- Fishing Pier
- Outlets
- Paved Trails
- Picnic Shelter
- Playground (ages 2-5)
- Playground (ages 5-12)
- Restrooms
- Scenic Overlook
- Sledding Hill
- Volleyball Court
- Works Progress Administration (WPA) Period Park Structures

3. Central Green Park

1450 East Rum River Dr S

- Benches
- Gazebo with Picnic Tables
- Half Basketball Court
- Outdoor Hockey Rink
- Outdoor Skating Rink
- Outlets
- Paved Trails
- Pickle Ball Court
- Picnic Shelter
- Playground (ages 2-5)
- Skateboard Park
- Tennis Court
- Warming House

4. Community Garden and Dog Park

1821 East Rum River Dr S

- Community Garden, managed by Katie Hagen at the Isanti County Extension Office (hagen@umn.edu or call 763-689-8254)
- Porta Potty in Summer Months
- Dog Park, including a separate area for small dogs

5. Honeysuckle Park

1100 Honeysuckle Ln S

- Basketball Court

- Benches
- Paved Trails
- Playground (ages 5-12)
- Tennis Court

6. Parkwood Park

1920 8th Ln SE

- Benches
- Exercise Playground (ages 12+)
- Horseshoe Pits
- Paved Trails
- Picnic Tables
- Shuffleboard
- Swings

7. Peterson Park

310 16th Ave SE

- Baseball Backstop
- Drinking Fountain
- Paved Trails
- Playground (ages 5-12)

8. Pioneer Park

821 Pioneer Tr SE

- Baseball Backstop
- Basketball Court
- Paved Trails
- Playground (ages 5-12)
- Tennis Court

9. Sandquist Family Park

34262 Naples Rd NW

- Baseball Field
- Batting Cages
- Benches
- Concessions
- Lacrosse/Football Field
- Outlets
- Playground (ages 2-5)
- Playground (ages 5-12)
- Restrooms
- Soccer Field
- Softball Field

10. Spirit River Nature Area

1055 2nd Ave SW

- Benches
- Groomed Cross-Country Ski Trails
- Interpretive Signage
- Mountain Bike/Snowshoe Trails
- Snowmobile Trails
- Unpaved Trail

11. Water Tower Park

255 Birch St S

- Drinking Fountain
- Picnic Shelter
- Playground (ages 2-5)

Background

The fourth annual Winter Fest event fell on a cold and windy day with no snow. Due to the lack of snow, we had to cancel the free dog sled rides and instead provide a meet and greet with the working dogs and the musher. We also setup a decorating station for kites and gave away more than 125 of them to the public. In 2025, we had 16 craft vendors, but in 2026, we had 6 craft vendors. Due to this, we invited 6 food trucks instead of our typical 4. We still faced a severe lack of volunteers for this event.

The Snowman/Snow-Sculpture Contest did not pick up momentum this year.

The 2023 contest had 9 sponsors and 15 entries.

The 2024 contest had 8 sponsors and 12 entries.

The 2025 contest had 9 sponsors and 7 entries.

The 2026 contest had 7 sponsors and 10 entries.

We had previously discussed investing in new banners that would help get the message across better, but were unable to invest in them in 2026 due to a primary vendor increasing their fee and a limited budget. The Parks Programming budget has not increased after adding the Winter Fest event and Snowman Contest, and it takes about 14% of the annual Parks Programming budget to host the event. That 14% is diverted away from our Third Thursday street dances, Concerts in the Parks, and the highly attended Kids' Events.

The Arts & Crafts Fair page was created earlier than typical this year, due to the difficulty acquiring craft vendors for the Winter Fest event. We have already received 8 applications and have several inquiries each day since we started seeking vendors. Due to offering an indoor location in case of rain, we are limited by how many vendors can fit into the mall corridor. Northern Lights Bounce House Rentals has donated a bounce house use to the Arts & Crafts Fair again this year. We are hoping that will help draw in more families to the event.

We currently have two bands booked for the Third Thursday street dances: Jonah and the Whales and Bad Jack. We are waiting for input from the Discover Downtown group on a band that they would like to see perform before booking the last band.

We currently have one band booked for the Concerts in the Park events, which will be a Prince tribute.

Our Kids' Events will continue to repeat until the community loses interest in them. Over the past several years, these events have been *highly attended* and are still enjoyed by the community. We will host a bounce house event, a petting zoo event with additional reptiles and a bounce house, then an art in the park event.

PTRC Action:

If able, attend events and provide feedback and input and help spread information about the events to your network/community.

Attachments:

1. 2026 Arts & Crafts Fair info



ARTS & CRAFTS FAIR

CAMBRIDGE CITY CENTER MALL

140 BUCHANAN ST N, CAMBRIDGE, MN 55008

RAIN OR SHINE EVENT



Saturday,
August 15th
2026

10am-3pm



- Vendors from around the state
- Food trucks
- Live music
- Chalk Art Contest
- Bounce House from Northern Lights Bounce House Rentals
- Held beside the popular Cambridge Farmer's Market
- Held beside the Cambridge City Center Mall, with incredible storefronts to check out
- **The event will be held inside mall corridor if there is bad weather**
- Received "Best Of" award for Best Craft/Art Show in the Isanti-Chisago County Star in 2022 and 2023



CHALK ART CONTEST

FREE TO PARTICIPATE!

10am-2:30pm
at the
Arts & Crafts Fair

- Winners will receive a prize basket!
- You must register at the Chalk Art Contest in order to participate
- See rules online for more info
- One winner from each age group:
AGES 0-6 | AGES 7-11 | AGES 12-17 | AGES 18+