



Parks and Recreation Commission

Wednesday, May 8, 2024

6:30 PM

Elk River City Hall

Regular Meeting & Work Session Agenda

- Regular meeting in Council Chambers
 - Work Session meeting in Upper Town Conference Room immediately following regular meeting
-

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSIDER MINUTES

4.1 April 10, 2024 Minutes

5. OPEN FORUM

An opportunity to provide comments and feedback regarding items not on the agenda. Information provided in Open Forum will not be discussed at this meeting; rather, the information will be referred to staff and/or scheduled for discussion at a future meeting.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

7. ACTION ITEMS

7.1 Healing is Possible 5K

8. DISCUSSION ITEMS

8.1 Hillside Beginner's Area Proposal

8.2 Sherburne County Collaboration: Great Northern Regional Trail

8.3 Scout Island - Scout Service Project

9. DIVISION MANAGER UPDATES

9.1 Assistant City Administrator Update - May 8, 2024

10. ANNOUNCEMENTS

11. MOTION TO ADJOURN REGULAR MEETING

12. WORK SESSION – UPPER TOWN CONFERENCE ROOM

Work Sessions are less formal meetings to encourage dialog. Official action or votes are not typically taken. At the conclusion of a discussion, a simple consensus provides staff direction for execution of the item. This portion of the agenda is audio recorded but not video recorded or broadcast. Work Sessions are open to the public; however, visitors who wish

to provide input must be invited by the presiding officer, assume a seat at the discussion table and provide their full name and address for the official record.

12.1 Athletic Facilities Master Plan

13. MOTION TO ADJOURN

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity





**Meeting of the Elk River
Parks and Recreation Commission
Held at the Elk River City Hall
April 10, 2024**

Members Present: Chair Dave Anderson, Commissioners Joy Goodwin, Greg Loidolt, Mike Niziolek, Hal Stewart, and Jill Varty

Members Absent: Ryan Holmgren

Council Liaison: Councilmember Mike Beyer

Staff Present: Assistant City Administrator/Business Services Director Joe Stremcha, Farmers Market/Special Events Coordinator Karen Wingard, Senior Planner Chris Leeseberg, Recreation Assistant Ali Wallace

1. Call Meeting to Order

Pursuant to due call and notice thereof, the meeting of the Elk River Parks and Recreation Commission was called to order at 6:30 p.m. by Chair Anderson.

2. Pledge of Allegiance

3. Consider Agenda

Moved by Commissioner Goodwin and seconded by Commissioner Varty to approve the April 10, 2024, agenda. Motion carried 6-0.

4. Consider Minutes

Moved by Commissioner Stewart and seconded by Commissioner Goodwin to approve the March 13, 2024, Parks and Recreation Commission Minutes. Motion carried 6-0.

5. Open Forum

6.1 Plat Review Process – Park Dedication

Mr. Leeseberg went over the land use application process. The Parks and Recreation Commission and Planning Commission are recommending bodies and share their recommendations with the City Council and the Council will make the final decision. Applications are due the last Monday of the month. The following Monday, typically the first Monday of the month, there is a city-wide review meeting which includes all city departments and Elk River Municipal Utilities, to go over the proposed plat applications received for the month and staff can share their comments, concerns, and recommendations. The county and state also receive the information so they can have their input as well.

The next step is presenting it to the Parks and Recreation Commission on the second Wednesday of the month. The Commission then makes a recommendation of land or cash and if applicable a trail and/or easement is required. Land dedication outside the urban service district, non-city sewer and water lots, requires a one-and-a-half-mile service radius, or a thirty-minute walk to a neighborhood

recreation component according to the Master Plan. It would be a natural resource based linked to recreational trail systems and would provide minimal facilities, not looking for a full neighborhood park. Park dedication in the cash form is based on the number of new lots, not existing lots. The Trail Master Plan is used to determine if a development needs a trail connection. In some cases, the location is specific or is a guide. This information is provided to the developer early in the process to help them create a design/layout based on the Trail Master Plan. The Planning Commission reviews the plans on the fourth Tuesday of the month, staff provides a recommendation for plat approval based on the comprehensive plan, ordinances, and site plan review meeting. The Planning Commission provides a formal recommendation to the council for plat approval. The Planning Commission does not evaluate park dedication needs. The Park & Recreation Commission meeting can occur before or after the Planning Commission meeting since they operate independently of each other, but both meetings need to occur before the City Council can review it. The planning and platting items are typically brought to the City Council on the 3rd Monday of the month. Staff provides the Council with the recommendations from the Parks & Recreation Commission, Planning Commission, and staff. The Council considers the recommendations and approves or denies the plat application.

Mr. Leeseberg presented slides showing the Preliminary Plat Process and Simple Plat Process. If the Parks and Recreation Commission (PRC) disagrees with a proposed location of a park or trail they should act on the request and recommend that the item be moved to location "A". Staff will then work with the applicant to adjust the plans as needed before the City Council meeting or include a condition that the park shall be relocated as recommended by the PRC. The Planning Commission often makes similar recommendations, for instance, the location of a street or cul-de-sac.

As a recap the Parks and Recreation Commission reviews Park Dedication and Trails/Easements, the Planning Commission reviews the zoning regulations, and the City Council reviews all recommendations and acts on the application.

7.1 Park Dedication – Natures Edge Business Park Fifth Addition

Mr. Stremcha shared the staff report and let the commissioners know there is an existing paved bituminous trail that was constructed when the roadway was constructed so the second motion is not relevant.

Moved by Commissioner Loidolt and seconded by Commissioner Niziolek to accept park dedication for Natures Edge Business Park Fifth Addition to be paid in cash, at the applicable rate for the final platted acres, at the time of recording. Motion carried 6-0.

7.2 Farmers Market Coloring Contest

Mrs. Wingard presented the three options on a ballot for the Farmers Market coloring contest. There were 52 entries this year. The ballots were collected, and this was the first time there was a tie so Council Member Beyer submitted his vote as the tiebreaker. The winner is option C which was submitted by Savannah.

Moved by Commissioner Stewart and seconded by Commissioner Varty to approve option C as the winner of the 2024 Farmers Market Coloring Contest. Motion carried 6-0.

7.3 Parks and Recreation Commission Ordinance Review

Mr. Stremcha shared that staff would like to reclarify and confirm how each of the powers and duties will be acted on or implemented to ensure the successful fulfillment of the following recommended changes.

- Assist with the promotion of city parks, trails, and recreational facilities.
- Collaborate with external organizations to ensure the offering of an appropriate array of recreation opportunities for the youth and adults of the city.
- Collaborate with city staff to ensure the proper maintenance and development of city parks, trails, and recreation facilities.

Mr. Stremcha explained that for the first bullet point “Assist with the promotion of parks, trails, and recreational facilities” it would be helpful to discuss as a Commission how those will be acted on and if it’s necessary to keep or would you want to remove it.

Commissioner Loidolt said the intent is to not get in the way of but to promote events. The commission is not going out to sell the trails, parks, and recreational facilities.

Mr. Stremcha said in the last revision vandalism was incorporated, is that something that’s inherent based on the person wanting to make sure we promote things or not vandalize, or is that specific to this Commission that we’re making it an initiative to address? If it’s inherent in a civilian perspective versus a commission perspective, we should make note of that. Either include it because of x, y, z or remove it.

Chair Anderson stated community connection is one of the key roles and thinks it should be a natural part of this role and thinks it should be left in.

Commissioner Niziolek thinks all commissioners promote the parks and wouldn’t be on the Commission if we didn’t do this.

Mr. Stremcha asked how that is different as a civilian versus a commissioner. What would be the different actions taken to fulfill the duty, beyond what a volunteer and the community would do? If the commission wants it in there, let's have a rationale behind it. How is it going to be executed?

Council Member Beyer shared that assist with the promotion is a strong statement which means being an assistant and suggested changing it to support the promotion.

Commissioner Loidolt said assist means you are required to be at the events to help with the promotion, but we are not required.

Mr. Stremcha shared the next bullet point “Collaborate with external organizations to ensure the offering of an appropriate array of recreation opportunities for the youth and adults of the city.” We need to define that specific role and responsibility for the duties.

Commissioner Loidolt shared that this is asking them to do things outside of the commission and thinks it can be reworded. It is important that we do boast what we have but don't think it's a requirement.

Chair Anderson asked what the wording was before it was changed. Mr. Stremcha thinks it was work with versus collaborate with.

Commissioner Goodwin shared that the way she reads the statement is as if she's helping to make sure the city understands what other cities are doing and bringing to them to the Council. She doesn't feel it's the responsibility of the commissioner. It is helpful to brainstorm those ideas in a work session but it's not up to the commission to do the leg work and come up with the plans.

Commissioner Hal asked if enable would be a better word to allow user groups, or clubs to come to the Commission to make a recommendation or state their wishes.

Mr. Stremcha said from his perspective it would be the absence of the commission's roles and responsibilities would thus enable others to fill the void. It wouldn't necessarily be the power to enable others it would be a void that was left vacant by not having the commission fill that responsibility. It's not the power and duty to enable someone else, it's the power and duty for the commission to take action.

Commissioner Niziolek thinks it's stated the way it is because if an external organization comes to the commission and wants something, we should collaborate and work with them to provide that recreational opportunity.

Commissioner's discussed changing ensure to consider, and all agreed to change it to consider.

The third bullet point "Collaborate with city staff to ensure the proper maintenance and development of city parks, trails, and recreational facilities" need to define. Commissioner Loidolt said that we have staff that are in charge of maintenance, and we should not tell them how to do their job. He thinks it can be reworded and be made softer than ensure. Chair Anderson shared this is the essence of what we do and thinks the word ensure should be replaced. Commissioner Varty suggested changing it to support. Mr. Stremcha shared that park maintenance falls under the Council's purview under Public Works versus a regular presence.

Commissioner Loidolt suggests removing proper maintenance, because the way it reads with the word ensure in it, we are telling the staff how to do their job. If ensure is changed to something softer then it is okay. Commissioners agree to change ensure to support.

Mr. Stremcha asked if support would be through budget recommendations or suggestions. When we successfully fulfill the duties and responsibilities, what are you doing to ensure or support the proper maintenance and development of said parks. If this is your duty and responsibility, how are you going to fulfill that and what types of scenarios would that entail? What is the commission doing to make it actionable?

Council Member Beyer shared that when it says to collaborate with city staff to ensure the proper maintenance and development of city parks, trails, and recreational facilities it means the commission is supporting the park plans, field plans, and assisting staff. Ensure is a very strong word and means you're in charge and support means you're part of a team to make a decision.



Commissioner Niziolek thinks some verbiage is needed to collaborate with Sherburne County and adjacent townships and cities on potential park related issues such as trail connections, recreational facilities, and the Great Northern Trail.

Mr. Stremcha suggested adding parks, trails, and recreational opportunities as part of the external organizations to bullet point two. External organizations apply to any kind of entity.

Commissioners discussed the removing array from the second bullet point, and all agreed.

The changes are as follows:

- Support with the promotion of city parks, trails, and recreational facilities.
- Collaborate with external organizations to consider the offering of appropriate parks, trails, and recreation opportunities for the youth and adults of the city.
- Collaborate with city staff to support the proper maintenance and development of city parks, trails, and recreation facilities.

Moved by Commissioner Loidolt and seconded by Commissioner Goodwin to recommend to the City Council to approve the revision to the reworded Parks and Recreation Ordinance. Motion carried 6-0.

7.4 Camp Cozy Park Natural Resources Management Plan

Stremcha shared that at the last meeting it was discussed adding in some features. Those features are identified in the attached map. The plan was approved by the Commission in December 2023 with the revision based on the commission's recommendation.

Moved by Commissioner Niziolek and seconded by Commissioner Stewart to approve the Camp Cozy Park Natural Resources Management Plan with the recreational amenities located on the map. Motion carried 6-0.

8.1 Recreation Amenities Length of Season

Mr. Stremcha shared staff would like to get feedback from the Commission on when is an appropriate time for seasonal amenities to be added or subtracted from the community. Historically, on April 1 or May 1, depending on the spring season, things start to roll out, such as pickleball nets, archery ranges, etc. From a budget perspective is the Commission okay with having one pickleball net up year-round to provide those opportunities? Is this something we want to consider for future budgets to incorporate those types of amenities with longer seasons or have the flexibility with staff making the judgment calls? What are the Commission's feedback and thoughts on the length of season for amenities?

Commissioner Niziolek suggests taking the staff's recommendation. If the staff feels confident, they can put up pickleball nets early without damage then they should do that. Staff needs to be in charge and should listen to what the community has to say.

Mr. Stremcha shared that in the past, if there was a request to put the pickleball nets up in January, the staff would respond that we're going to wait until April 1. The direction we're looking for is if the Commission is comfortable with staff deviating away from the set policy of April 1. By extending the season we're going to inflate our budget slightly because there will be more scenarios where the weather will cause more wear and tear on the equipment which may require replacing the nets sooner. The staff hasn't felt comfortable enough to make the decision.

Commissioner Goodwin said this year was a unique season and asked if staff received calls from the community to have things put out earlier, such as pickleball nets. Mr. Stremcha said we did.

Chair Anderson shared people drove everywhere to play pickleball for a few months and he thinks that giving staff the recommendation of flexibility and knowing that there is a cost that comes with it, is a good plan. The community should not have to call.

Commissioner Loidolt agreed to give staff the flexibility and suggested staggering the nets and only putting up a couple so we're not replacing them all at the same time.

Commissioner Goodwin asked if there are other amenities such as the splash pad that need to be considered for this. Mr. Stremcha said those are seasonally scheduled because of winterization with water freezing and the uncertainty. With pickleball nets, you can get by with a little more flexibility.

Commissioner Goodwin asked if the staff needs a recommendation on the amount of time or if we can allow the staff to make that determination. Mr. Stremcha stated there is not a formal policy that states the spring season starts on April 1, so that is a staff-level determination. If the Commission doesn't feel like it needs to be a policy and wants to give staff the flexibility to make that determination within the confines of the budget they can. But if the budget were to be inflated for the 2025 season due to wear and tear increase that might need to be part of the recommendation this summer.

Chair Anderson shared that if people want to play, they should be playing.

9. Parks and Recreation Manager Update

Mr. Stremcha shared that the Recreation Manager position will be posted soon and will start the recruitment process over the next month or two.

Chair Anderson shared that this past month Mr. Stremcha cleared up the status of the city park, Burr Oak. It was important for the Commission to see that the life estate of Carrol Bloomdahl was park dedication.

Chair Anderson shared the Scout Island access is identified in public records and signage for the park boundaries will be installed.

Commissioner Niziolek asked if an outside agency can review the natural resource inventory of Burr Oak to find out what is there. Chair Anderson suggested adding that as a discussion item to a future meeting.

10. Announcements

11. Adjourn Regular Meeting

Moved by Commissioner Loidolt and seconded by Commissioner Niziolek to adjourn the regular meeting of the Parks and Recreation Commission at 7:52 p.m. Motion carried 6-0.

12. Work Session

The work session meeting of the Elk River Parks and Recreation Commission was called to order at 8:01 by Chair Anderson.

12.1 Athletic Facilities Master Plan

Mr. Stremcha shared he wanted to reiterate some of the key points from the presentation at the last meeting. These are concepts and features that we want to include in the future. When we talk about tilting a field 10 degrees to the east, that is something that will come up with the construction of the complex and not something conceptually we're going to decide on today. The number and type of fields are the features that will help guide where the needs are. Conceptually as we look 10 years from now what do we want to see in these park improvements? We still need to look at how we're going to raise the funds.

Commissioner Loidolt likes all the plans and has shown them to people and wants to start building them now. The baseball fields haven't been redone and need to be upgraded. Since the baseball field is in a big plan, he would like to see a smaller scale to get it done sooner because there is a need for a premiere baseball field. He asked if these plans have been shared with Elk River Youth Baseball. Mr. Stremcha said we based the number of fields from a study done last year. The overall thing to keep in mind with this plan is sequencing. We cannot do the construction at Oak Knoll until PT Complex has a soccer/lacrosse field. The improvements need to be sequentially done.

Commissioner Niziolek shared that one of the things he struggles with is the amount of money spent on parking when looking at the recreation percentage. Mr. Stremcha said that stems from the concept of being okay with gravel, grass, or paved lots, the vision is that they are paved. Commissioner Niziolek is concerned that the big price tag on paving a parking lot versus providing a recreational activity. Mr. Stremcha shared the number of off-street parking spaces required for tournaments and utilization is no different than the FT Center. A significant portion of the property is going to be parking but the size of the budget for parking will be contingent on the level of service that's provided. The parking lots could start as gravel lots in phase one and then be paved in phase ten.

Commissioner Niziolek is concerned about DAAC and moving it away from a 4-field complex. He feels that DAAC and Oak Knoll draw people into town and there is great value in that for our community.

Mr. Stremcha shared that the future of the fairgrounds is unknown, and that parcel of land goes hand in hand with DAAC. There is hesitation in planning DAAC based on what could happen with the neighboring lot. The softball needs that were discussed with that user group were to consolidate their

fields to have more organized tournaments in a specific location. When they looked at the fields and user groups, a lot of ballfields and lacrosse/soccer fields were in their home or niche, more compacted geographically. The current DAAC location could be used more as an interim recreational complex that's more youth-driven based on the nature of those fields in being in such proximity that user groups don't prefer to use the west face field because of the sunset and other safety concerns. There are a lot of things that need to be improved at DAAC so rather than do that in a tight, confined space the feeling was to relocate and repurpose and combine the fields at PT Complex.

Commissioner Niziolek asked if we're looking at the long term should the city make good statements about the fairground being of value to the city maintaining DAAC and expanding the complex. Commissioner Loidolt said that will incur extra costs and the city already owns the parcels, except the high school baseball field.

Chair Anderson stated it's hard to see into the future, but he likes the idea of having baseball/softball on the PT Complex campus. Since there are three new Commissioners, he would like to see the utilization study findings on page one and then the implementation sequencing and strategy.

Commissioner Stewart would like a sequence summary. They are interlocking puzzle pieces where one needs to occur before the next can occur, but he's concerned that if we fail on the front, we'll fail on the back. We need to ramp up the PT Complex first. Would like to build off of the phasing plan. In a perfect world these are the steps we want to follow but we need to look at off ramps if that sequence doesn't hold.

Chair Anderson asked what the ultimate action item is down the road. Mr. Stremcha said we would want a mutually agreed upon concept that will be the pedestal for which the fundraising begins. When we talk about the next 10-15 years or whatever the Council deems as the appropriate timetable to move forward with the project, this is the vision for the complex to look like as a finished project. Conceptually this will be the number of fields, where lacrosse, baseball, and softball have a home, those are the concepts, not necessarily the finalized design that will go out for bidding. The plan will be tweaked and be refined over the next decade but it's not necessarily what will be built tomorrow. This will need to be clarified in the communication piece because once this ends up in the paper people will be asking how their tax dollars will be used, and that's not the narrative we want to communicate. This is what we want to see in the future.

Council Member Beyer shared he's a big-picture guy and sees that we're trying to draw people into Elk River and we're growing at a pace that we need additional fields, but does Elk River want to grow? What happened to where the city meets the country? Do want to grow to the size of St. Cloud and Maple Grove or do we want to be Elk River? He wanted to throw that out because that's the question he's had when there have been great big proposals and want to build big residential areas where they want the city to buy them a water tower and sewer, which is fine if it's cost neutral, but we don't want put the burden on the taxpayers. It's great to have long-term goals but it has to fit into everything else in the city. He appreciates the time the Commission is taking to decipher this.

Mr. Stremcha said this will go to the Council as an awareness piece, there is going to be a consistent conversation around what the long-term plan needs to be identified, from the standpoint of rebuilding what we have existing or expanding and what is the philosophical approach to both.

12.2 Disc Golf Open House Discussion Recap and Next Steps

Mr. Stremcha shared we received a lot of feedback and had good conversations regarding current concerns at Lions Park and we want to address them long-term. Other needs and wants were discussed such as the size and scope of the facility, the need for variety, more secluded, and 18 independent holes. He will put the information together and share it with the attendees. There were 9 community members present, with three of them being Commission members.

Chair Anderson shared they brought what we needed to the table. Commissioner Stewart agreed and said they did a good job articulating what's important to them, things that he never thought about since he hasn't played the game.

Chair Anderson clarified that Mr. Stremcha will summarize the discussion and it can be discussed at a future work session and mentioned that the future space can be discussed at that time. Mr. Stremcha confirmed five different spaces came up in conversation. As an awareness, these are the features that are desired and long term what are the things we want to incorporate, so during the budget process we can state that we need X dollars to facilitate this improvement project and where it falls within the next five years based on the capital outlay planning that we do.

II. Adjournment

There being no further business, moved by Commissioner Loidolt and seconded by Commissioner Goodwin to adjourn the Parks and Recreation Commission work session at 8:37 p.m. Motion carried 6-0.

Minutes prepared by Ali Wallace.

Dave Anderson, Chair

Tina Allard, City Clerk



Request for Action

To
Parks and Recreation Commission

Item Number
7.1

Meeting Date
May 8, 2024

Prepared By
Karen Wingard, Farmer's Market/Event Coordinator

Item Description
Healing is Possible 5K

Reviewed by:
Joe Stremcha
Cal Portner

Action Requested
Approve, by motion, the Healing is Possible 5K event at Orono Park on Saturday, October 26, 2024.

Background/Discussion
Jonna Phillips, with the Veteran Resilience Project, will present her proposal to hold the Healing is Possible 5K event at Orono Park on Saturday, October 26, 2024.

Financial Impact
None

Mission/Policy/Goal
Help, not hinder citizen quality of life

Attachments
None

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Request for Action

To
Parks and Recreation Commission

Item Number
8.1

Meeting Date
May 8, 2024

Prepared By
Karen Wingard, Farmer's Market/Event Coordinator

Item Description
Hillside Beginner's Area Proposal

Reviewed by:
Joe Stremcha
Cal Portner

Action Requested
Discuss the promised amenity location and funding needs.

Background/Discussion
Park Stewards for Hillside Park will present a proposal to add a beginner's trail and skill area to Hillside Park.

Financial Impact
Unknown.

Mission/Policy/Goal
Work with citizens to achieve goals.

Attachments
1. Hillside Beginner's Area Proposal 4-12-24
2. Existing Trail Map

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April 12, 2024

To: City of Elk River Parks and Recreation

From: Derek Burchill

Volunteer Trail Steward/Dirt Boss – Hillside Mountain Bike Park
Minnesota Off Road Cyclists

Subject: Permission request to add a “beginner’s trail and skills area” to Hillside Mountain Bike Park

To Whom it May Concern:

I would like to propose and get permission to add a short beginner’s trail and skills area to Hillside Mountain Bike Park. This trail network would be in the grassy area next to the main trailhead to section 1, right off the parking lot. It would be a great addition to the park, giving younger/less experienced riders a place to hone their skills and confidence to tackle the main trail. Please see the attached map and pictures for reference.

We have designed the trail network to have an outer loop with very easy features, like berms and pump track rollers. Branching off the outer loop would be four skills trails, getting progressively harder starting with very easy #1 to the more difficult #4. These tentative plans may change slightly during construction:

#1 – A short, fairly straight section with a few basic features, possibly a skinny or low bridge.

#2 – A longer section with two small tabletop jumps that are easily rollable for those who don’t want to leave the ground. It may start with a higher bridge to aid in building speed for jumping.

#3 – A slightly twisty section with several features made of rocks or wood. Possibly a rock garden, roller coaster, or curved bridge.

#4 – A twisty section with harder features like a rock roll, chunkier rock garden or small drop.

We would like to add some non-bike related items to make it more appealing for families to come and enjoy as they practice their skills. Some ideas included larger rocks or boulders for kids to climb on, picnic tables/benches for parents to sit at while their kids ride and possibly a flower garden/tree in the middle. These items can be added once the trail has taken shape.

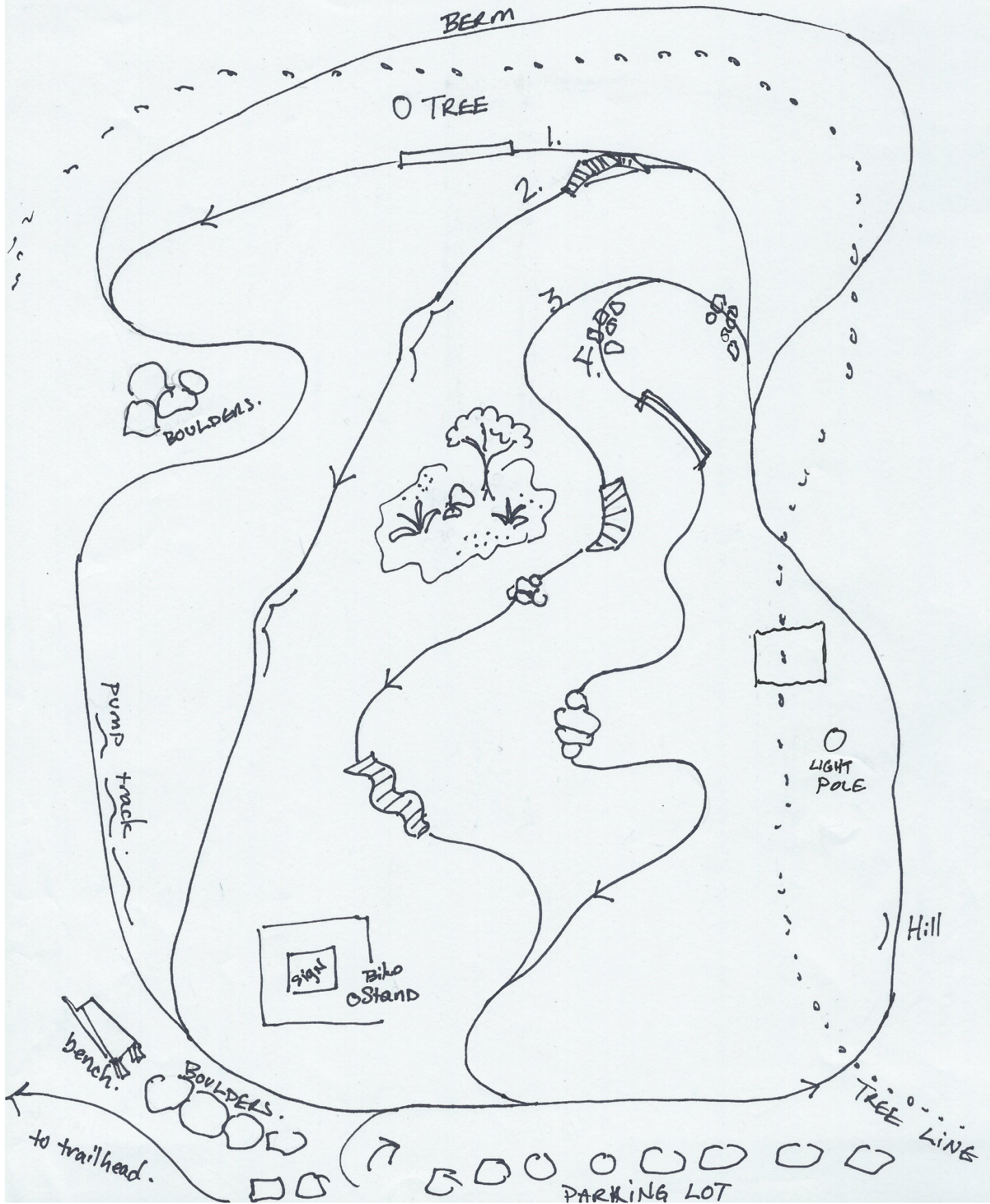
For resources from the city, we will need materials such as the mini skid and fuel, black dirt, green treated lumber and screws, rocks, picnic tables and benches, possibly small trees and flowers (I'll be looking for volunteers to do the gardening if you know of any), possibly gravel; ball diamond aggregate or other durable trail covering to make the trail more maintenance free. We will need access to the specialized tools necessary for relocating the bike stand to make it more accessible. We may also need assistance in creating additional signage and setting the bigger rocks. All other obstacles should be able to remain where they are. The vast majority of the labor will be volunteer with the exception of the assistance from the city for the above items.

Please reach out to me with any questions or concerns. We are hoping to start this project this spring with a summer opening. Thank you for your time!

Derek Burchill

763-807-1000

Burchill.derek@gmail.com





Rock Garden



Skinny



Rock Roll to the riders right, Small Drop to his left



Roller Coaster



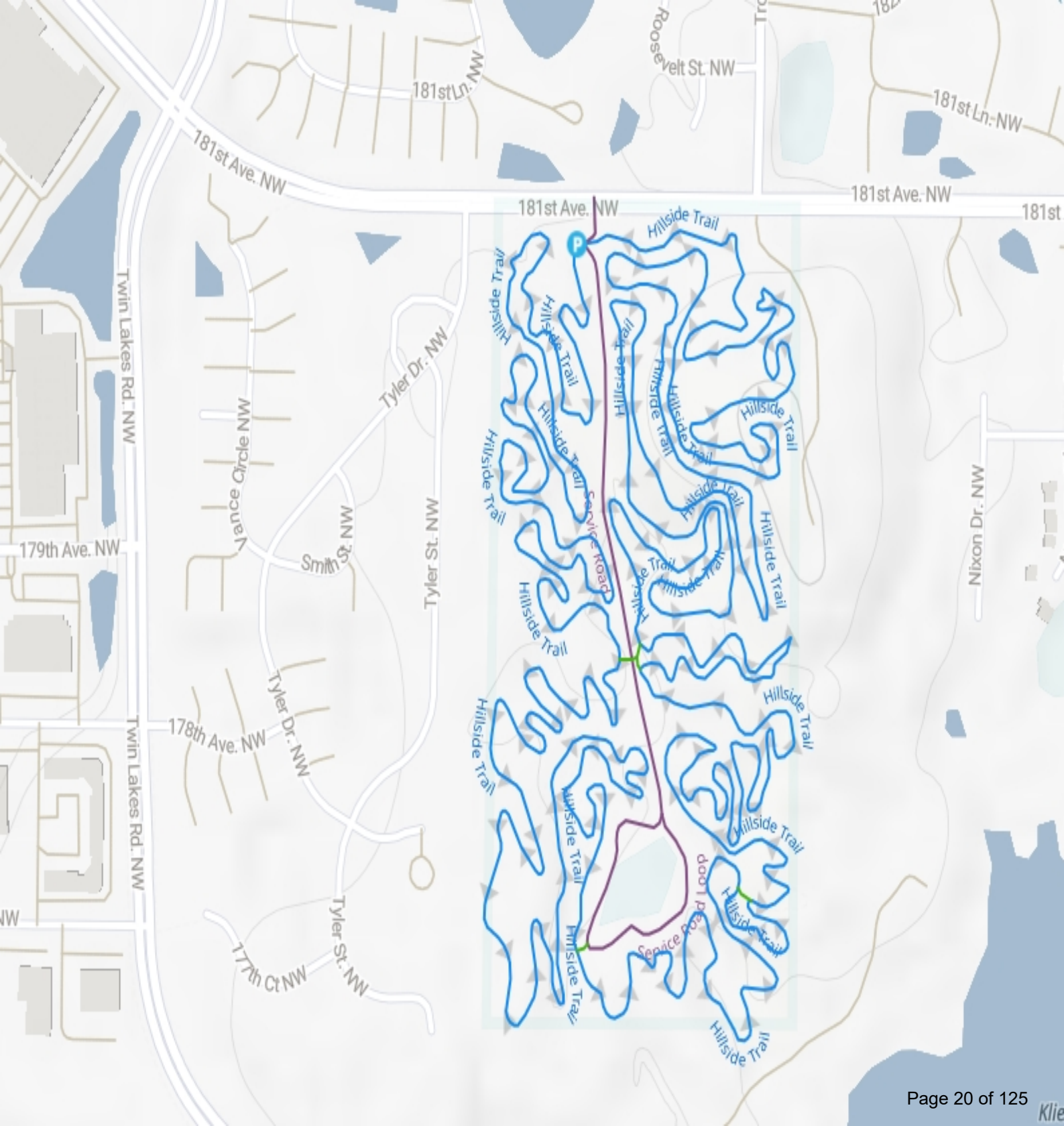
Small Tabletop Jump (ours would be constructed of dirt)



Rollers and Berms



Bridges of various shapes and sizes





Request for Action

To
Parks and Recreation Commission

Item Number
8.2

Meeting Date
May 8, 2024

Prepared By
Karen Wingard, Farmer's Market/Event Coordinator

Item Description
Sherburne County Collaboration: Great Northern
Regional Trail

Reviewed by:
Joe Stremcha
Cal Portner

Action Requested
Provide input on the Legacy Grant application and discuss funding options.

Background/Discussion
Sherburne County Parks Director Gina Hugo will present background information on the Great Northern Regional Trail and the status of the 2024 GMRPTC Legacy Grant application.

Financial Impact
To be determined.

Mission/Policy/Goal
Help, not hinder citizen quality of life

- Attachments**
1. 20230414 GNT Partners MOU Fully Executed
 2. 2024 GNRT project_budget
 3. Great Northern Regional Trail PPT ER P_R Commission
 4. 2024 Great Northern Regional Trail Legacy Proposal Content

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Great Northern Trail Partners MOU

Sherburne and Mille Lacs Counties, Cities of Elk River, Zimmerman, and Princeton (collectively known as "Parties") hereby enter into this Memorandum of Understanding:

The Parties agree to work together on the development and management of the Great Northern Trail (GNT), consistent with the Great Northern Trail Master Plan in order to enhance recreational opportunities for residents of the eastern Sherburne County and Mille Lacs County region. The Parties will continue the GNT Committee previously established consisting of staff representatives from each of the Parties.

Through the Committee and the implementation of the MOU; the Parties will seek to denote the roles and responsibilities of each governing entity in grant solicitation, refining trail corridor to improve local connections, defining allowable trail uses and suggesting best practice in managing operations and maintenance. The Parties understand that decision-making lies with each respective Board or Council (collectively referred to as "Boards") of the respective parties that have ownership of the trail corridor.

The Committee will:

1. Include key staff from the Parties to provide recommendations to be considered by their respective Boards;
2. Include townships and cities that are bisected by the trail corridor in discussions and seek feedback on decisions impacting their respective jurisdictions;
3. Schedule meetings as needed with regular communication through emails;
4. Work together to assist Parties in maximizing grant opportunities for construction and maintenance of the trail segments and trail heads as prioritized in the master plan;
5. Support the development prioritization strategy set forth in the master plan. It is the intent that Sherburne County apply for funding to complete the south half of corridor first;
6. Recommend to the Parties' respective Boards a cost sharing model per project or a cost allocation of professional services that benefit the entire trail that can be codified in writing;

7. Develop a GNT event permitting recommendations to promote regulatory consistency along the entire regional corridor;
8. Recommend to each Party, based on Party-specific circumstances, guidelines for Trail Closure(s) (such as hunting season, etc.);
9. Establish minimum base trail conditions and maintenance schedule recommendations to assist Parties in coordinating such activities for maximum cost effectiveness; and
10. Make recommendations on the acquisition of easements and fee title interest in real property for each Party's Board consideration.

Party Responsibilities:

1. Each Party is responsible for maintaining the portion of the trail corridor in their ownership;
2. Each Party shall assume leadership for grant and construction administration for work on portions of trail corridor in their ownership; and
3. Each Party shall be responsible for their acts and those individuals who are under their direction and control.

Each Party agrees to designate a person(s) to work with the committee.

This Memorandum of Understanding will automatically renew annually, unless affirmative action is taken by a Party wishing to opt out. A Party desiring to opt out must do so in writing with six (6) months' notice.

Sherburne County

By: *Lisa A Fobbe*
[Lisa A Fobbe \(May 10, 2023 12:43 CDT\)](#)

Name: Lisa A Fobbe

Title: County Commissioner

Date: 05/10/2023

Mille Lacs County

By: _____

Name: _____

Title: _____

Date: _____

7. Develop a GNT event permitting recommendations to promote regulatory consistency along the entire regional corridor;
8. Recommend to each Party, based on Party-specific circumstances, guidelines for Trail Closure(s) (such as hunting season, etc.);
9. Establish minimum base trail conditions and maintenance schedule recommendations to assist Parties in coordinating such activities for maximum cost effectiveness; and
10. Make recommendations on the acquisition of easements and fee title interest in real property for each Party's Board consideration.

Party Responsibilities:

1. Each Party is responsible for maintaining the portion of the trail corridor in their ownership;
2. Each Party shall assume leadership for grant and construction administration for work on portions of trail corridor in their ownership; and
3. Each Party shall be responsible for their acts and those individuals who are under their direction and control.

Each Party agrees to designate a person(s) to work with the committee.

This Memorandum of Understanding will automatically renew annually, unless affirmative action is taken by a Party wishing to opt out. A Party desiring to opt out must do so in writing with six (6) months' notice.

Sherburne County

By: _____

Name: _____

Title: _____

Date: _____

Mille Lacs County

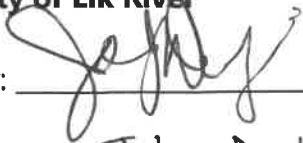
By: Phil Peterson

Name: [Signature]

Title: Bd Chair

Date: 5-2-23

City of Elk River

By: 

Name: John Dietz

Title: Mayor

Date: 5-1-2023

City of Zimmerman

By: _____

Name: _____

Title: _____

Date: _____

City of Princeton

By: _____

Name: _____

Title: _____

Date: _____

City of Elk River

By: _____

Name: _____

Title: _____

Date: _____

City of Zimmerman

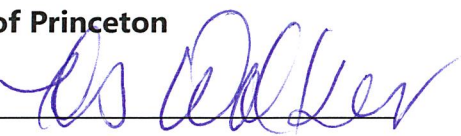
By: _____

Name: _____

Title: _____

Date: _____

City of Princeton

By: 

Name: Thom Wauker

Title: Mayor

Date: 4/27/23

City of Elk River

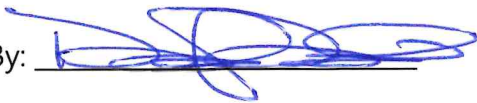
By: _____

Name: _____

Title: _____

Date: _____

City of Zimmerman

By: _____

Name: RANDY PIASECKI

Title: CITY ADM

Date: 5/2/23

City of Princeton

By: _____

Name: _____

Title: _____

Date: _____

Great Northern Regional Trail				24-006F		
Sherburne County						
Reference	Eligible Item Details	Quantity	Unit Cost/Item	Total Cost		
A	Mobilization	1	35,000.00	35,000.00		
B	Initial Grading/removal (SY)	3500	25.00	87,500.00		
C	Retaining Wall (SF)	200	80.00	16,000.00		
D	Paving (SY)	3500	45.00	157,500.00		
E	Grading, seeding (acre units)	1	500.00	500.00		
F	Branded Trailhead Kiosks	5	35,000.00	175,000.00		
G	Shade Structure/Rain Shelter	4	35,000.00	140,000.00		
H	Portable Toilet Screen Fence(LF)	60	250.00	15,000.00		
I	EV-Charging	1	19,000.00	19,000.00		
J	E-Bike Charging	4	2,500.00	10,000.00		
K	Water Filling Station	1	10,000.00	10,000.00		
L	Picnic Tables	5	2,500.00	12,500.00		
M	LED Solar Lighting	3	15,000.00	45,000.00		
N	Tree Planting	10	500.00	5,000.00		
O	Native Planting (1-gallon pots)	500	25.00	12,500.00		
P	Interpretive Panels	5	2,500.00	12,500.00		
Q	Waste Receptacle	4	500.00	2,000.00		
R	ADA Width Limiter Gate	9	750.00	6,750.00		
	Subtotal			761,750.00		
				0		
Construction Total				761,750.00		
	Design/Engineering/Const. Admin.			152350		
Soft Cost Total				152350		
					GMRPTC	Local Match
Total Project				914100	731280	182820
Total Percentage					0.8	0.2
Non Eligible Expenses Item Details						
				0		

				0		
Non-Eligible Total				0		
Grand Total				914100		

4/12/2024

This scenario proposes that the match be spilt equally betw

Partner Agency	Local Match	Desing/Eng/Const. Admin
	178,020.00	148350
Elk River	59,340.00	49450
Sherburne County	59,340.00	49450
Zimmerman	59,340.00	49450

ween participating partners three ways

10% of the project cost is eligilbe f

Soft Costs - eligible grant expense	Total Out of Pocket
148,350.00	
0	108,790.00
0	108,790.00
0	108,790.00

for cost share for engineering and design. The "soft costs" are not.

This scenario proposes splitting the local match equitably between participating partners ac

Total Project Cost	\$914,100
Design/Engineering Cost	\$152,350
Soft Costs (eligible grant expense)	\$152,350
Local Match Total	\$182,820
Grant Request	\$731,280

Elk River Project Components	Quantity	Cost/Unit	Total Cost
1/3 Mobilization	0.3333	35,000	\$11,666.67
Trailhead Sign	2	35,000	\$70,000.00
Shade Structure	1	35,000	\$35,000.00
Picnic Tables	1	2,500	\$2,500.00
Interpretive Panels (ER History, Landfill)	2	2,500	\$5,000.00
Woodland Trails Panel	1	2,500	\$2,500.00
Portable Toilet Screen Fence (LF)	20	250	\$5,000.00
ADA Width Limiter Gate	3	750	\$2,250.00
			\$133,916.67

Sherburne County Project Components	Quantity	Cost/Unit	Total Cost
1/3 Mobilization	0.3333	35,000	\$11,666.67
Trailhead Sign	2	35,000	\$70,000.00
Shade Structure	2	35,000	\$70,000.00
Picnic Tables	2	2,500	\$5,000.00
Waste Receptacle	2	500	\$1,000.00
Portable Toilet Screen Fence (LF)	20	250	\$5,000.00
Interpretive Panels (Tamarack, GNRR)	2	2,500	\$5,000.00
ADA Width Limiter Gate	6	750	\$4,500.00
			\$172,166.67

Zimmerman Project Components	Quantity	Cost/Unit	Total Cost
1/3 Mobilization	0.3333	35,000	\$11,666.67
Initial Grading/removal (SY)	3500	25	\$87,500.00
Retaining Wall (SF)	200	80	\$16,000.00
Paving (SY)	3500	45	\$157,500.00
Grading, seeding (acre units)	1	500	\$500.00
Trailhead Sign	1	35000	\$35,000.00
Portable Toilet Screen Fence (LF)	20	250	\$5,000.00
Shade Structure	1	35,000	\$35,000.00
EV-Charging	1	19,000.00	\$19,000.00
E-Bike Charging	4	2,500.00	\$10,000.00
Water Filling Station	1	10,000.00	\$10,000.00
Picnic Tables	2	2,500.00	\$5,000.00
Waste Receptacles	2	500.00	\$1,000.00
LED Solar Lighting	3	15,000.00	\$45,000.00
Tree Planting	10	500.00	\$5,000.00

Native Planting (1-gallon pots)	500	25.00	\$12,500.00
			\$455,666.67

Total Construction Expense			\$761,750.00
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According to the percent project cost in each jurisdiction

Percent Construction Cost	Match Amount	Eng./Design/Const.Admin.	Soft Costs
---------------------------	--------------	--------------------------	------------

0.175801335	\$32,140.00 Grant funded		\$26,783.33
-------------	--------------------------	--	-------------

Percent Construction Cost	Match Amount	Eng./Design/Const.Admin.	Soft Costs
---------------------------	--------------	--------------------------	------------

0.226014659	\$41,320.00 Grant funded		\$34,433.33
-------------	--------------------------	--	-------------

Percent Construction Cost	Match Amount	Eng./Design/Const.Admin.	Soft Costs
---------------------------	--------------	--------------------------	------------

0.598184006	\$109,360.00 Grant funded	\$91,133.33
-------------	---------------------------	-------------

10% of the project cost is eligilbe for cost share for engine

Total Out of Pocket

\$58,923.33

Total Out of Pocket

\$75,753.33

Total Out of Pocket

\$200,493.33

eering and design. The "soft costs" are not.

Great Northern Regional Trail

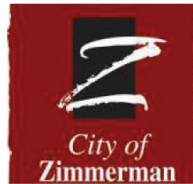
Partnership Overview & Legacy Grant Proposal



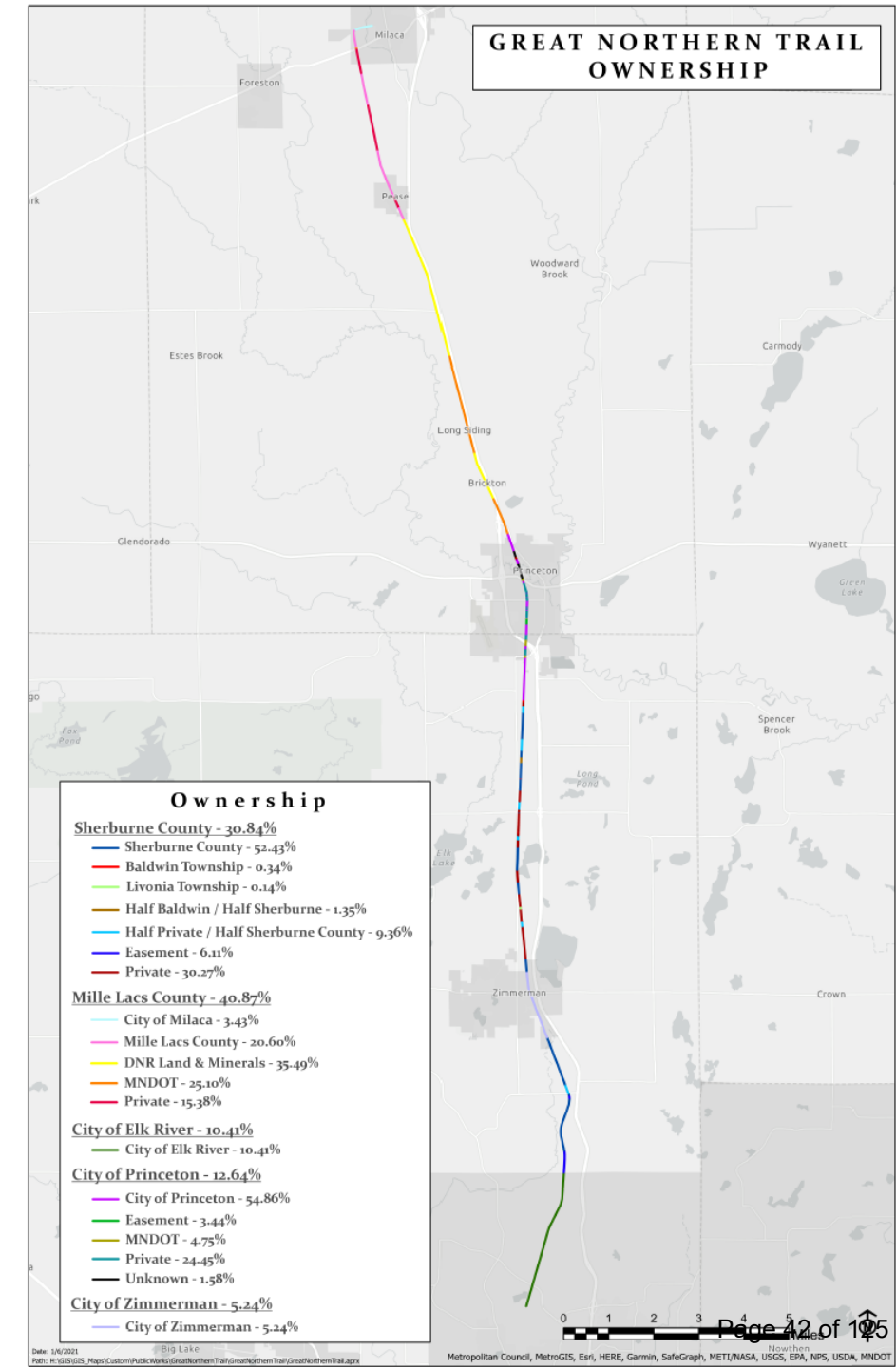
Great Northern Regional Trail Partnership



- Shared Amenity
- 5 Agencies
- Multiple Stakeholders



Partnership Committee Members



Great Northern Regional Trail Partnership MOU

- Established in 2020
 - Master Plan
 - Pursue Regional Designation
- Updated in 2023
 - Grant funding
 - Support implementation of Master Plan
 - Recommendations
 - Regulatory consistency
 - Maintenance standards
 - Guidelines for trail closures
 - Equitable cost participation
 - Easements/Fee title

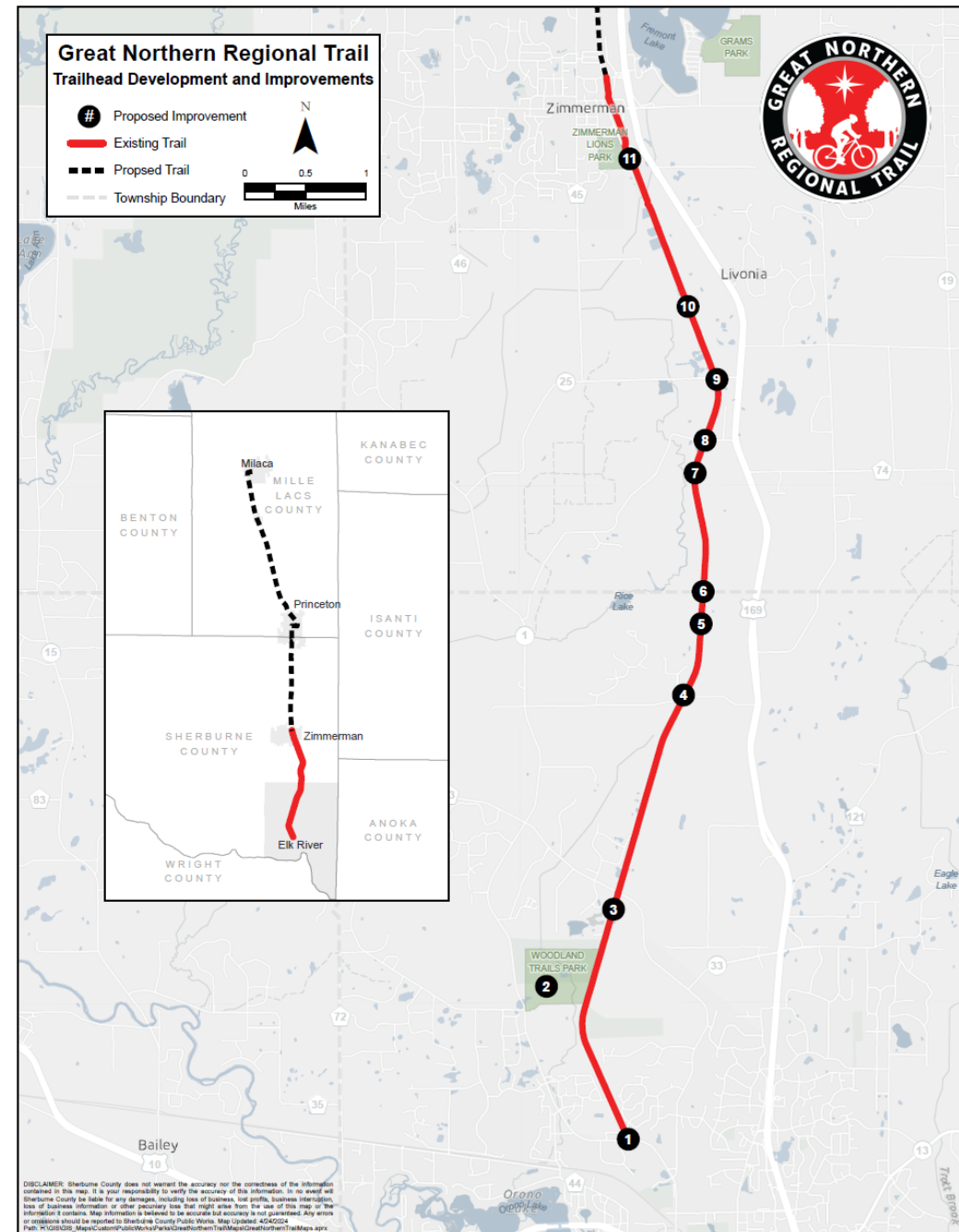


The Great Northern Trail Master Plan

CONTACT :
parks@co.sherburne.mn.us
763-765-3300
August 2022

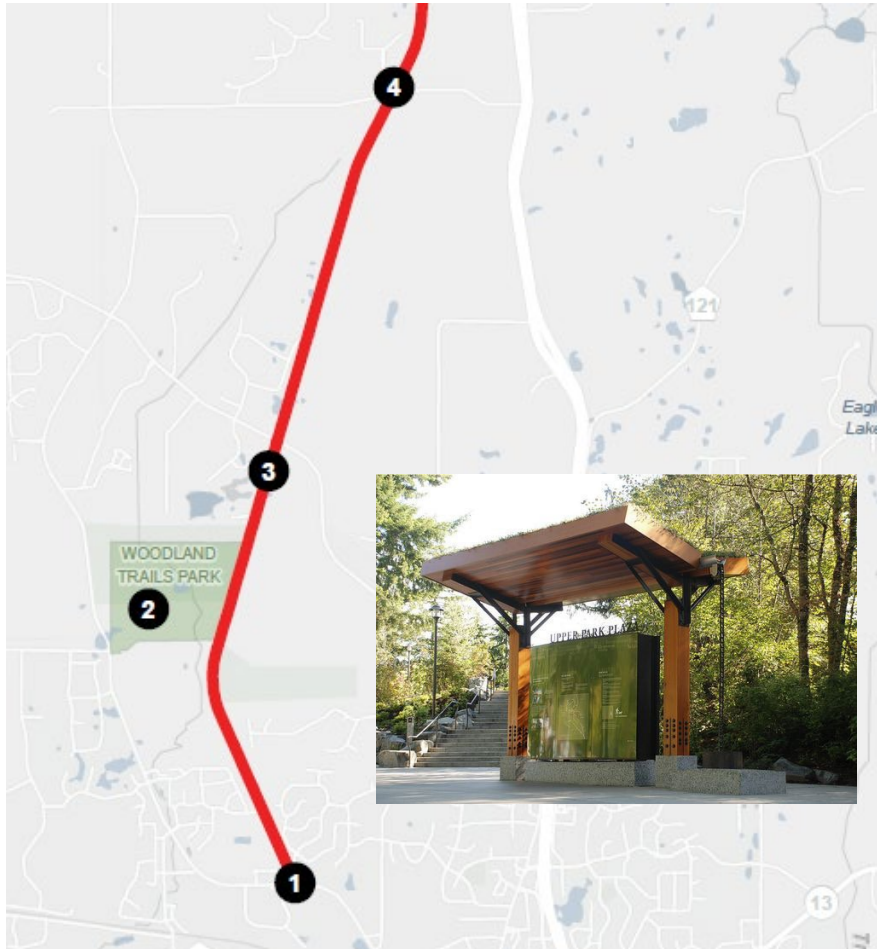
2024 Legacy Grant Proposal

- **11 Features**
 - Refine Branding
 - Trailhead Features
 - Interpretive Opportunities
 - Trailside Amenities
- **2025-26 Design**
- **2027 Construction**





Feature 1 – South End at Proctor

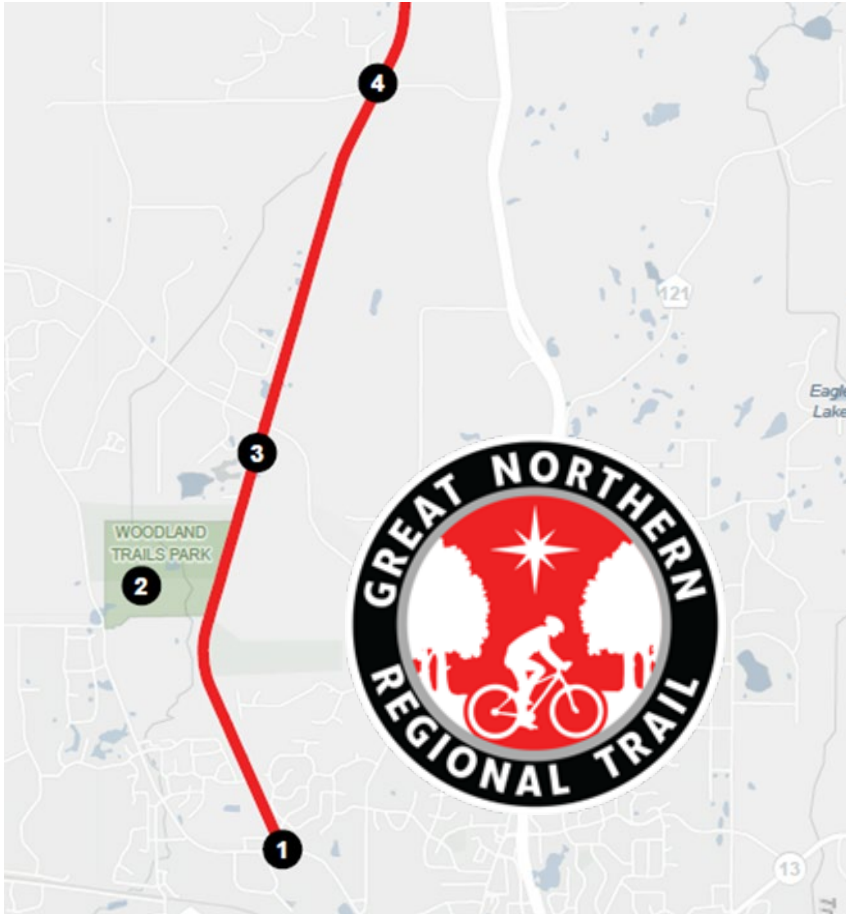


Design & Construct:

- GNRT Trailhead Sign
- Map
- Information



Feature 2 – Woodland Trails Regional Park



Incorporate:

- GNRT Brand
- Map
- Information

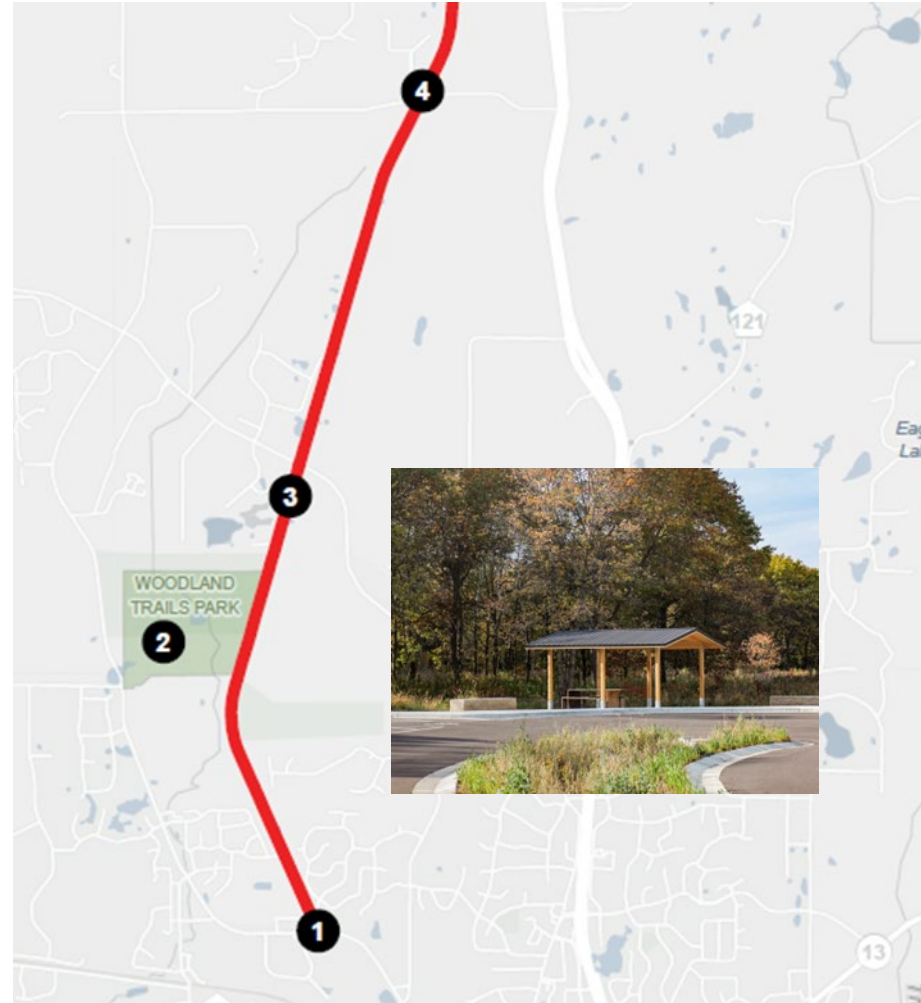
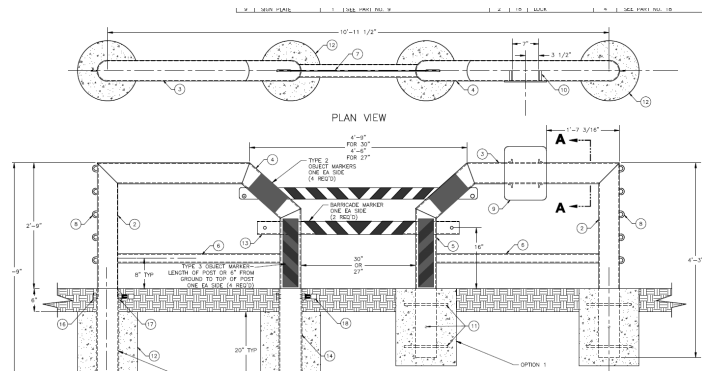




Feature 3 – CR 33

Design & Construct

- Shade Structure
- ADA Width Limiter
- Picnic Table
- Interpretive Panel
- Portable Screen

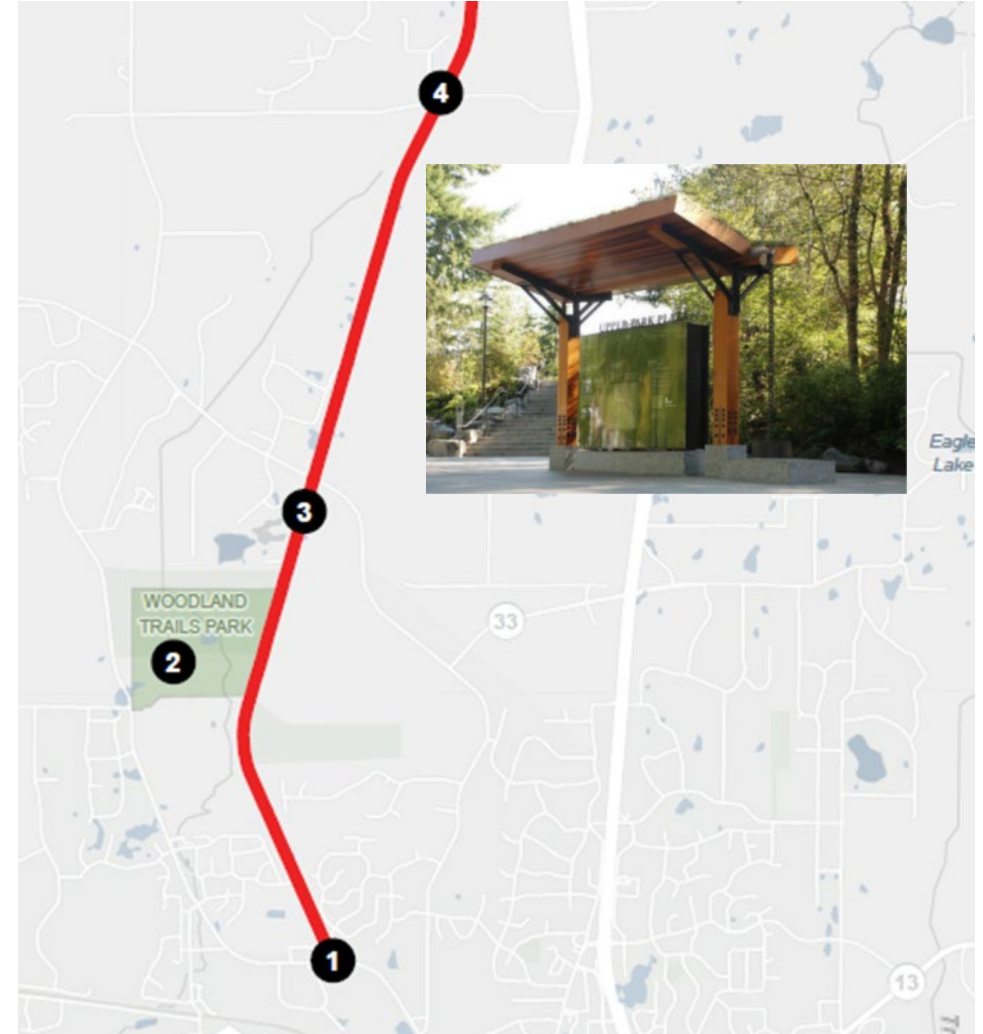
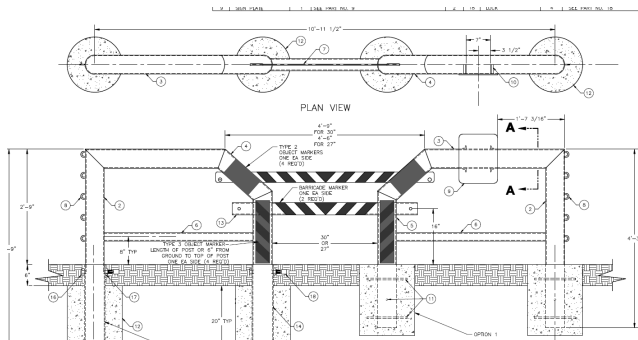




Feature 4 – 221st Ave Parking Lot

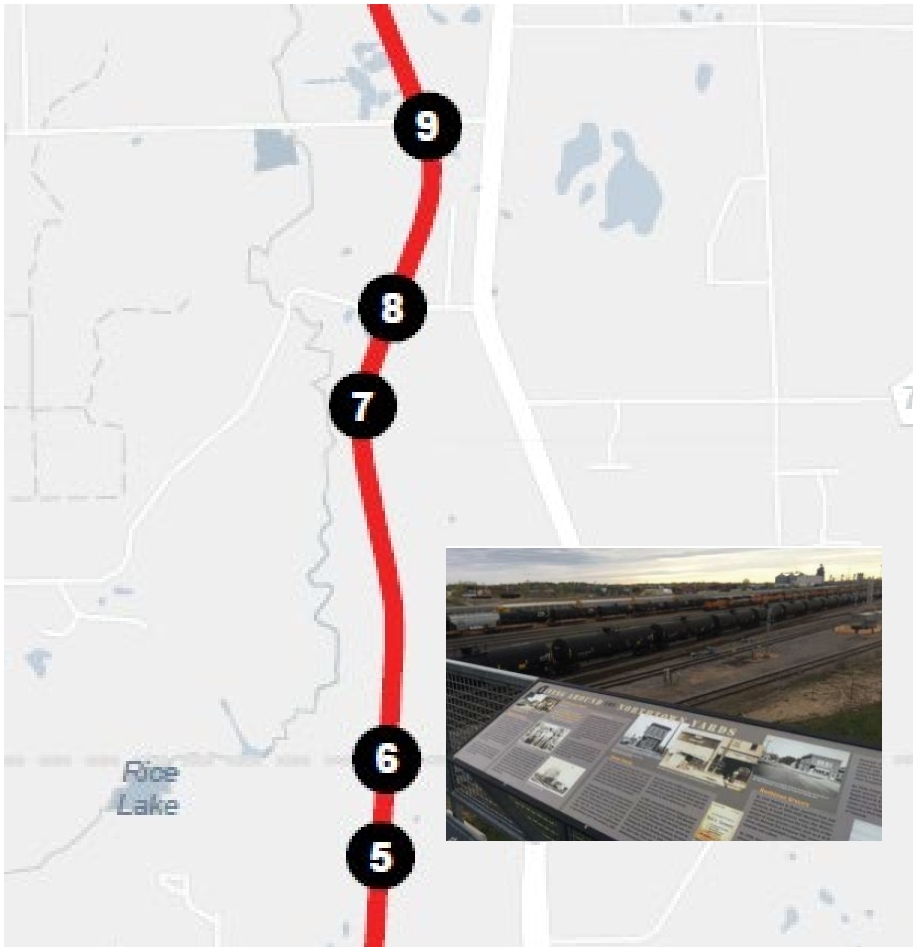
Design & Construct:

- GNRT Trailhead Sign
- Map
- ADA Width Limiter
- Information





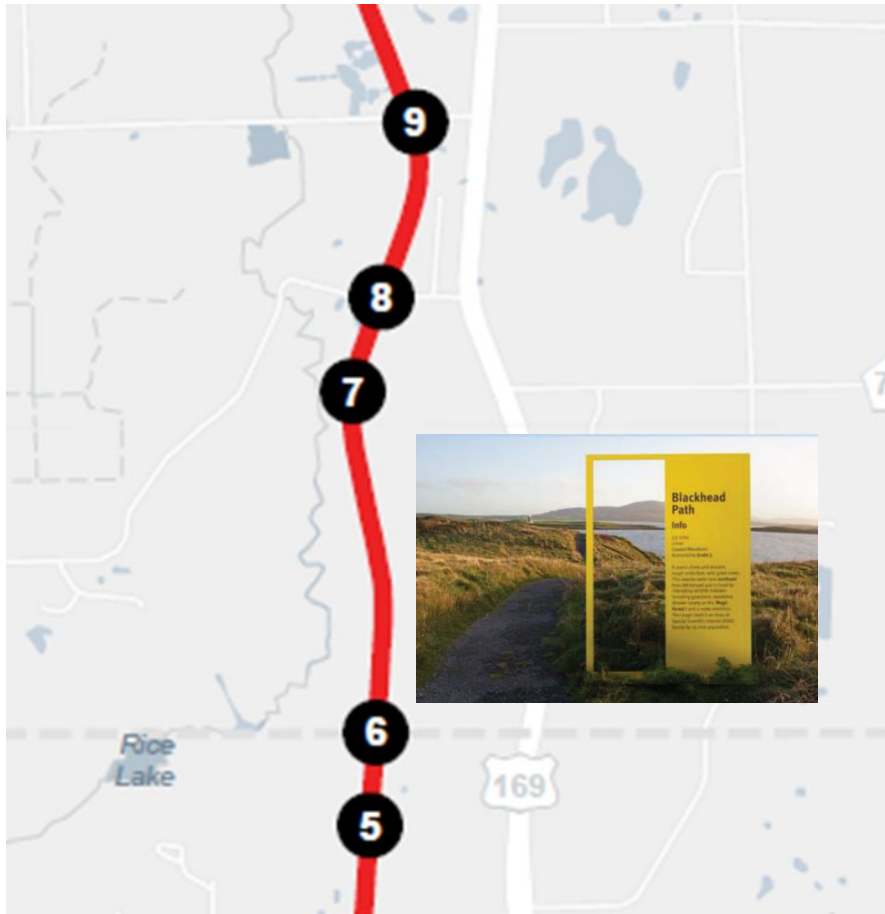
Feature 5 – North of 221st



Design & Construct:

- GNRT Trailhead Sign
- Map
- Information

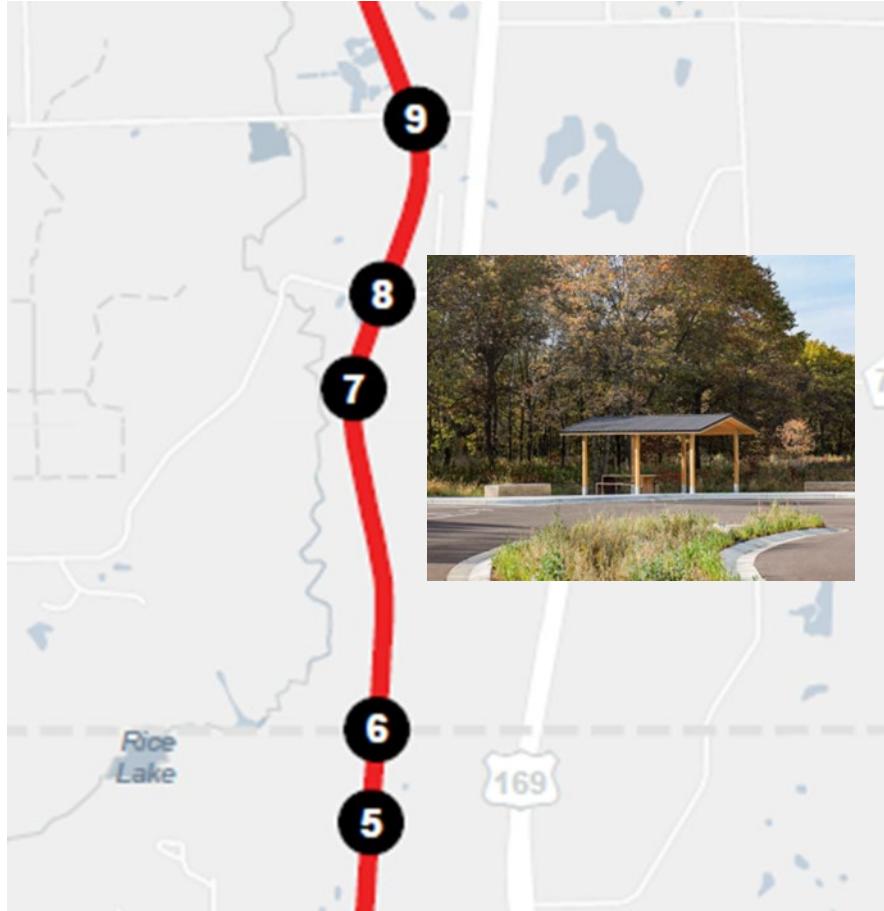
Feature 6 – 4 ¾ Mile Marker



Design & Construct:

- GNRT Trailhead Sign
- Map
- Information

Feature 7 – North of the Overlook

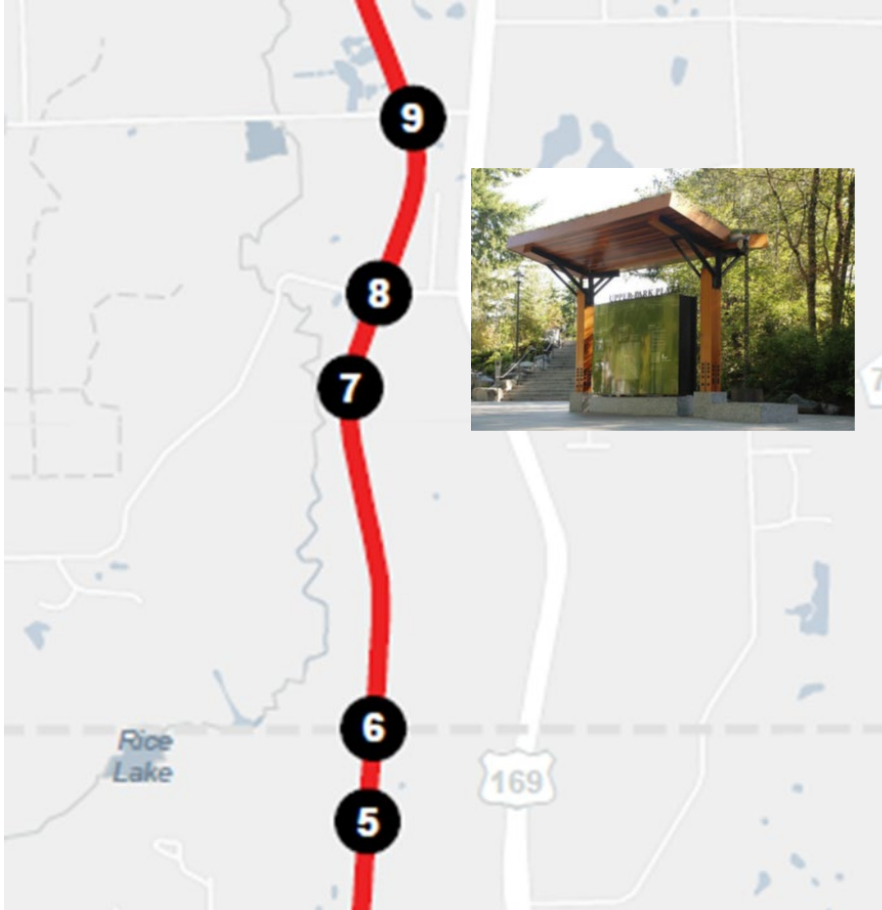


Design & Construct

- Shade Structure
- Picnic Table
- Trash Receptacle



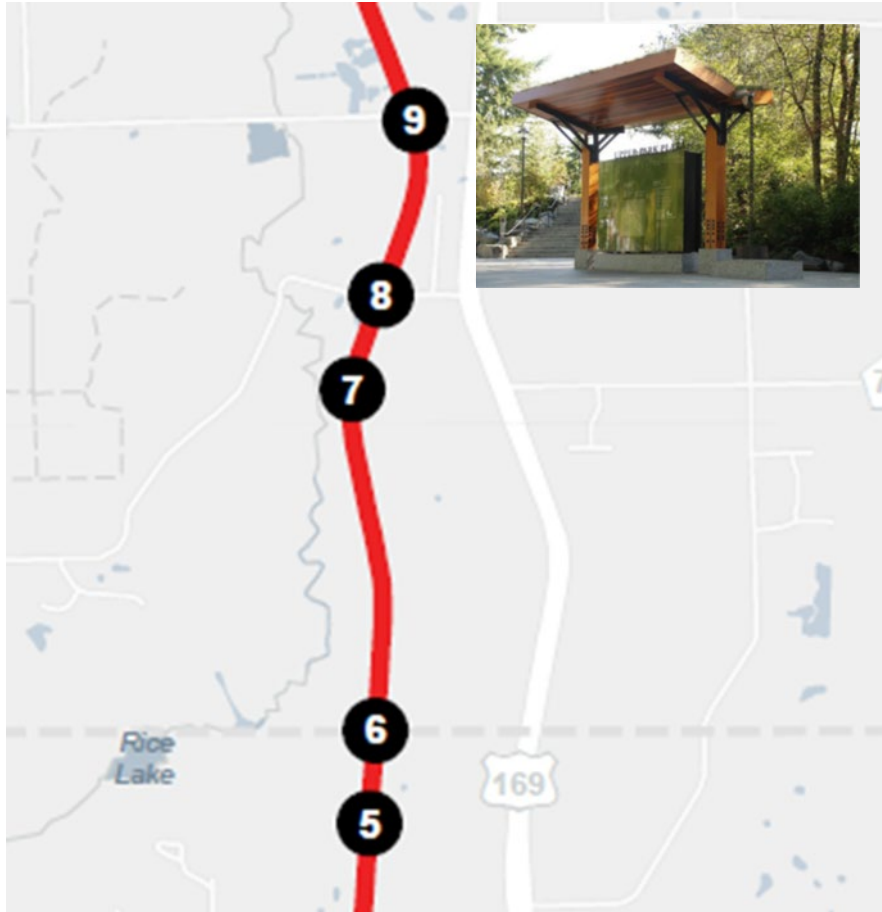
Feature 8 – 239th Avenue



Design & Construct:

- GNRT Trailhead Sign
- Map
- ADA Width Limiter
- Information

Feature 9 – CSAH 25 Parking Lot

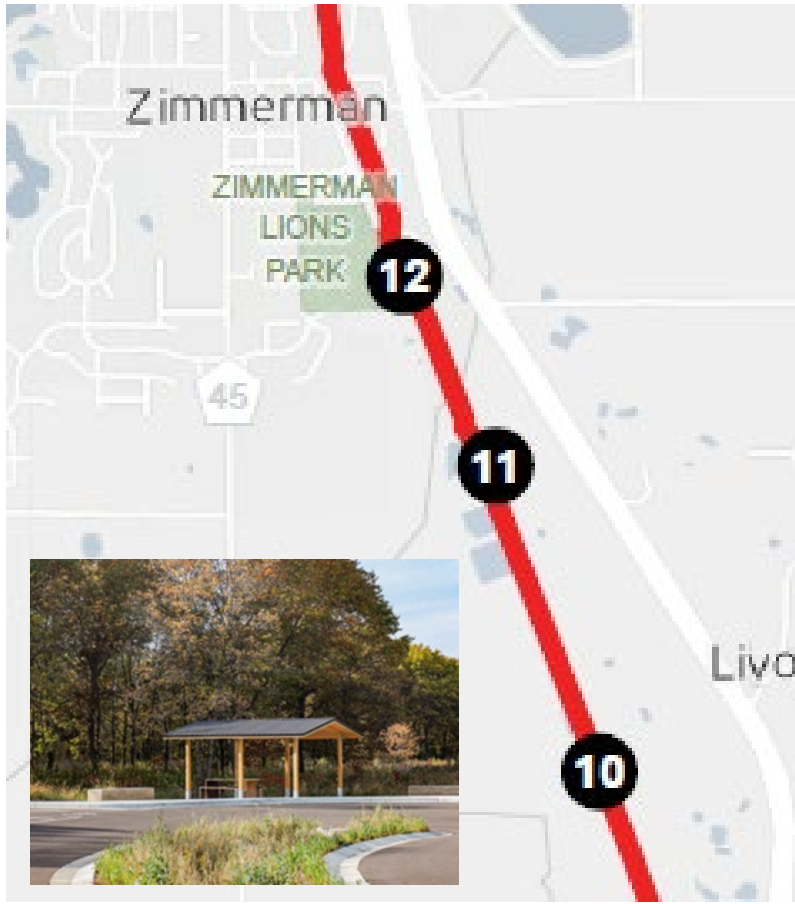


Design & Construct:

- GNRT Trailhead Sign
- ADA Width Limiters
- Portable Screen
- Benches

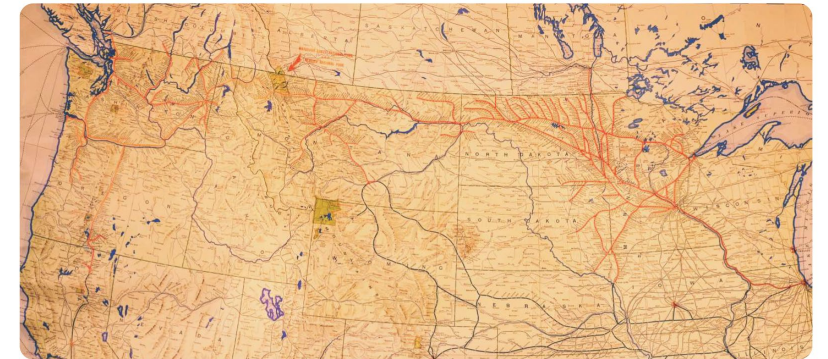


Feature 10 – South of Zimmerman

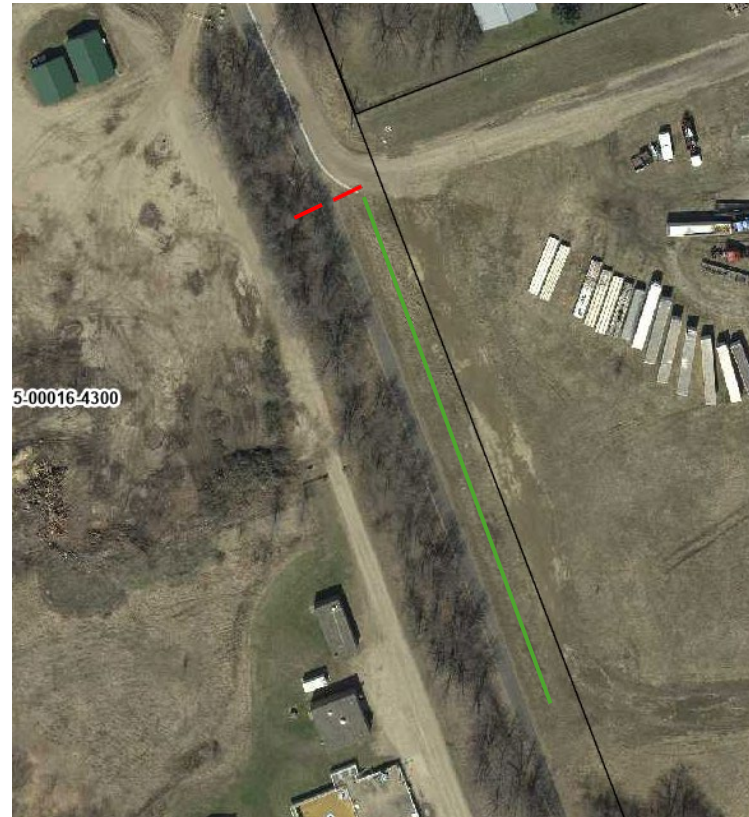
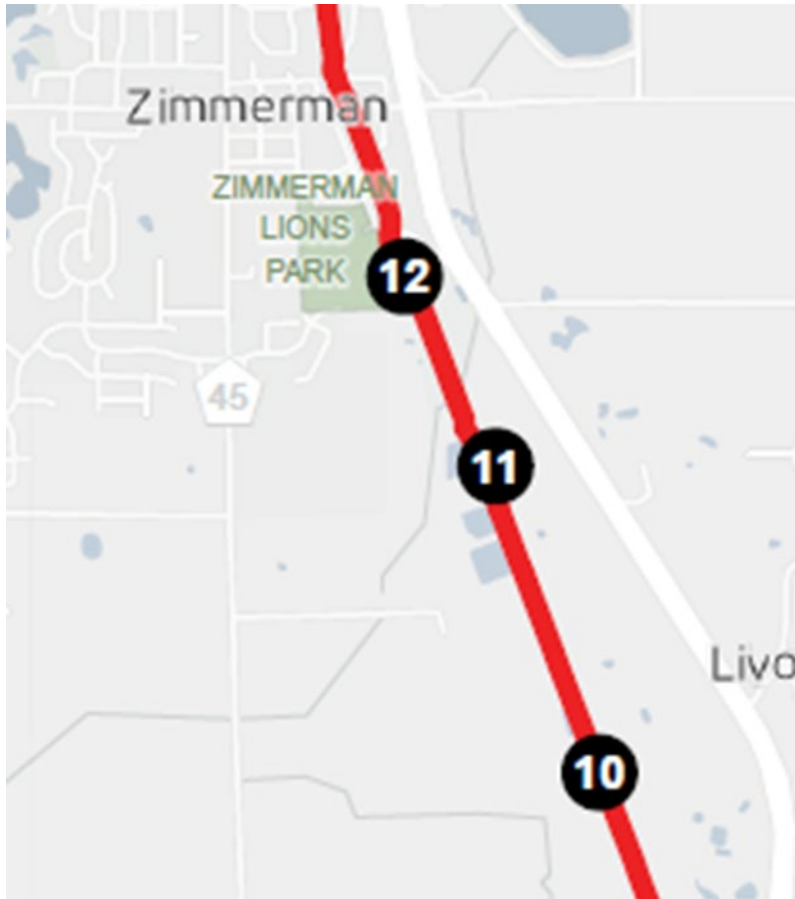


Design & Construct

- Shade Structure
- Picnic Table
- Interpretive Feature
- Trash Receptacle



Feature 11 – South of Compost Site

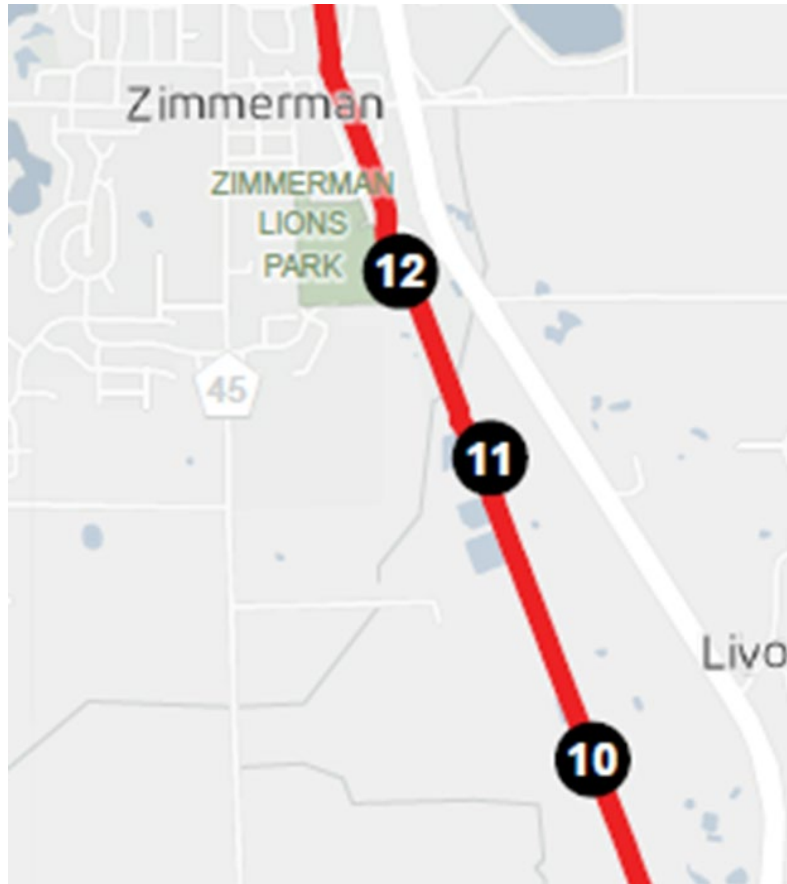


Design & Install

- Living 515' Screen
- ADA Width Limiter



Feature 12 – Zimmerman Park & Ride



Project Budget



Reference	Eligible Item Details	Quantity	Unit Cost/Item	Total Cost
A	Mobilization	1	35,000.00	35,000.00
B	Initial Grading/removal (SY)	3500	25.00	87,500.00
C	Retaining Wall (SF)	200	80.00	16,000.00
D	Paving (SY)	3500	45.00	157,500.00
E	Grading, seeding (acre units)	1	500.00	500.00
F	Branded Trailhead Kiosks	5	35,000.00	175,000.00
G	Shade Structure/Rain Shelter	4	35,000.00	140,000.00
H	Portable Toilet Screen Fence(LF)	60	250.00	15,000.00
I	EV-Charging	1	19,000.00	19,000.00
J	E-Bike Charging	4	2,500.00	10,000.00
K	Water Filling Station	1	10,000.00	10,000.00
L	Picnic Tables	5	2,500.00	12,500.00
M	LED Solar Lighting	3	15,000.00	45,000.00
N	Tree Planting	10	500.00	5,000.00
O	Native Planting (1-gallon pots)	500	25.00	12,500.00
P	Interpretive Panels	5	2,500.00	12,500.00
Q	Waste Receptacle	4	500.00	2,000.00
R	ADA Width Limiter Gate	9	750.00	6,750.00
	Subtotal			761,750.00
				0
Construction Total				761,750.00

		GMRPTC	Local Match
Construction Total	\$761,750		
Design/Eng/Const. Admin	\$152,350		
Soft Cost Total	\$152,350		
Total Project Cost	\$914,100	\$731,280	\$182, 820



Cost Participation, Features 1-5

Elk River Project Components	Quantity	Cost/Unit	Total Cost	Percent Construction Cost	Match Amount	Eng./Design/Const.Admin.	Soft Costs	Total Out of Pocket
1/3 Mobilization	0.3333	35,000	\$11,666.67					
Trailhead Sign	2	35,000	\$70,000.00					
Shade Structure	1	35,000	\$35,000.00					
Picnic Tables	1	2,500	\$2,500.00					
Interpretive Panels (ER History, Landfill)	2	2,500	\$5,000.00					
Woodland Trails Panel	1	2,500	\$2,500.00					
Portable Toilet Screen Fence (LF)	20	250	\$5,000.00					
ADA Width Limiter Gate	3	750	\$2,250.00					
			\$133,916.67	0.175801335	\$32,140.00	Grant funded	\$26,783.33	\$58,923.33



Cost Participation, Features 6-11

Sherburne County Project Components	Quantity	Cost/Unit	Total Cost	Percent Construction Cost	Match Amount	Eng./Design/Const.Admin.	Soft Costs	Total Out of Pocket
1/3 Mobilization	0.3333	35,000	\$11,666.67					
Trailhead Sign	2	35,000	\$70,000.00					
Shade Structure	2	35,000	\$70,000.00					
Picnic Tables	2	2,500	\$5,000.00					
Waste Receptacle	2	500	\$1,000.00					
Portable Toilet Screen Fence (LF)	20	250	\$5,000.00					
Interpretive Panels (Tamarack, GNRR)	2	2,500	\$5,000.00					
ADA Width Limiter Gate	6	750	\$4,500.00					
			\$172,166.67					
			7	0.226014659	\$41,320.00	Grant funded	\$34,433.33	\$75,753.33



Cost Participation, Feature 12

Zimmerman Project Components	Quantity	Cost/Unit	Total Cost	Percent Construction Cost	Match Amount	Eng./Design/Const.Admin.	Soft Costs	Total Out of Pocket
1/3 Mobilization	0.3333	35,000	\$11,666.67					
Initial Grading/removal (SY)	3500	25	\$87,500.00					
Retaining Wall (SF)	200	80	\$16,000.00					
			\$157,500.0					
Paving (SY)	3500	45	0					
Grading, seeding (acre units)	1	500	\$500.00					
Trailhead Sign	1	35000	\$35,000.00					
Portable Toilet Screen Fence (LF)	20	250	\$5,000.00					
Shade Structure	1	35,000	\$35,000.00					
EV-Charging	1	19,000.00	\$19,000.00					
E-Bike Charging	4	2,500.00	\$10,000.00					
Water Filling Station	1	10,000.00	\$10,000.00					
Picnic Tables	2	2,500.00	\$5,000.00					
Waste Receptacles	2	500.00	\$1,000.00					
LED Solar Lighting	3	15,000.00	\$45,000.00					
Tree Planting	10	500.00	\$5,000.00					
Native Planting (1-gallon pots)	500	25.00	\$12,500.00					
			\$455,666.6					
			7	0.598184006	\$109,360.00	Grant funded	\$91,133.33	\$200,493.33

Great Northern Regional Trail – GMRPTC Legacy Grant 2024

Project Name: Trailhead Development and Improvements – Elk River to Zimmerman

Project Overview: This project proposes to refine the marketing brand of the Great Northern Regional Trail (GNRT) throughout the entire scope, which includes design and construction of a Trailhead Facility in Zimmerman as rendered in the Master Plan; design and construction of a trailhead sign at the south end of the GNRT in Elk River, and design and construction of comfort and interpretive features along the trail between the trailheads.

Project Description: Upon achieving Regional Designation, the Great Northern Regional Trail Partnership began drafting a logo inspired by the historic Great Northern Railroad. Through several iterations a final version has been selected to initiate establishment of a brand for this Regional Facility. The Partnership is eager to begin intentional design that incorporates and builds on the logo with precedent trailhead signs, benches, shade structures, and interpretive opportunities.

Project Timeline: Funding Available in Contract fall 2025

Summer 2025 – RFP for Design

Fall 2025 – Begin Design – public engagement

2027 - Construction

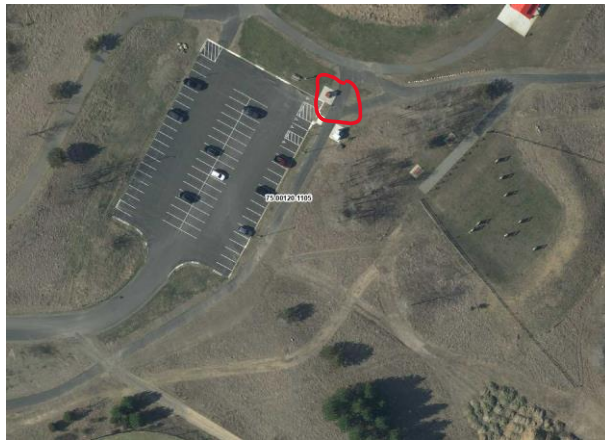


FEATURE 1 Starting on the south end of the GNRT, in Elk River, a branded trailhead sign will anchor the south start of the trail and be visible and recognizable to users to enter the trail on bike from the trail system along Procter Road. The trailhead sign will include acknowledgement of funding, the GNRT Partnership, information about parking locations, trail distances, comfort features and locations, and trail etiquette tips. Locate sign on west side of trail outside CR ROW.

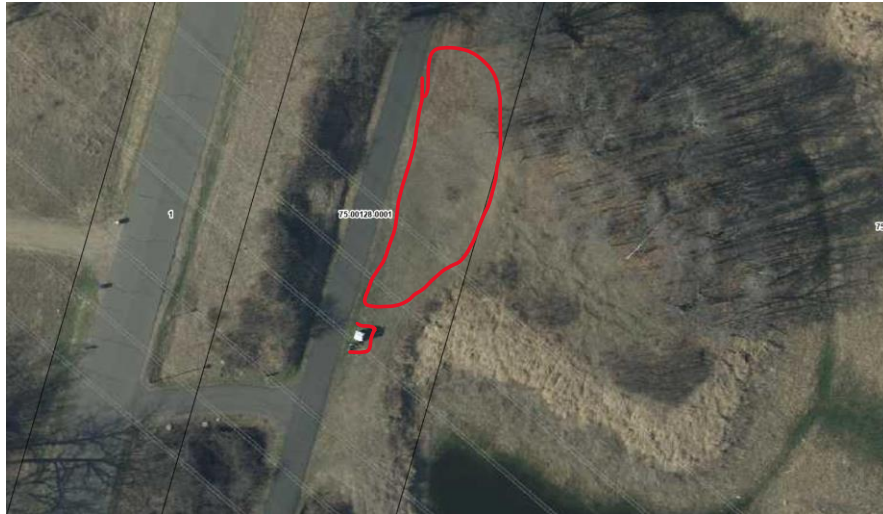




FEATURE 2 Moving north and into Woodland Trails Regional Park, which now serves as a parking facility for many GNRT users, a branded map panel will be added to the City of Elk River's 4-sided trailhead kiosk and incorporate a clear route to the GNRT via the trails within the Regional Park, acknowledgement of funding and the GNRT Partnership, other parking locations, trail distances, comfort features and locations, and trail etiquette tips.



Feature 3: At the northern boundary of Woodland Trails Regional Park, trail users approach a grade separated crossing under County Road 33, where the City of Elk River maintains a trash receptacle, portable toilet and connector trail to a residential neighborhood. This project proposes adding a ADA accessible width limiter gate, consistent with the construction and design standard set forth by the U.S. Forest Service in “Vehicle Barriers: Their Use and Planning Considerations”. The maintained turf within the GNRT ROW, on the edge of Woodland Trails Regional Park, provides the setting for a **shade structure** and seating for a trailside snack or rest. A screen fence will be added for the portable toilet to enhance the setting. Here we envision an **interpretive panel** that **BLANK** **(City of Elk River – ideas?)**





Feature 4 - Continuing north 1.7 miles, trail users cross 221st Avenue where there is a GNRT Parking Facility. Here we propose a branded trailhead Kiosk, consistent with the southmost trailhead proposed at Proctor Road – which would be constructed and positioned to be visible from approaching vehicles. ADA accessible width limiter gates, consistent with the construction and design standard set forth by the U.S. Forest Service in “Vehicle Barriers: Their Use and Planning Considerations” will be installed on both the north and south intersections of trail and road. This feature is proposed inset from the road at each intersection from here north, to serve two purposes: 1. exclude motorized vehicles and 2. slow trail users at before road crossing.

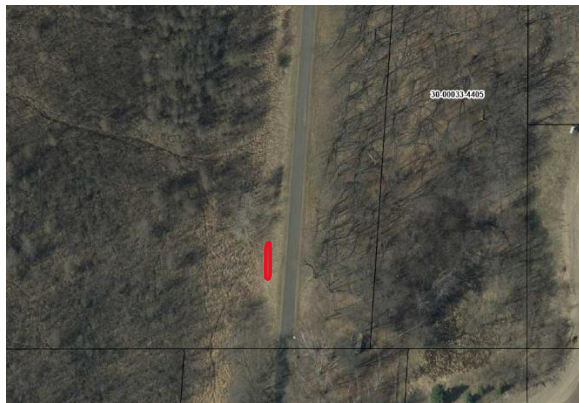




Feature 5 - Just north of the 221st Ave. Parking Facility the trail runs along the west edge of the Elk River Landfill and presents the perfect opportunity to place an **interpretive panel** that highlights all the positive aspects of the Elk River Landfill, their innovative methane capture to produce electricity, their diligent ground water monitoring, and devotion to stewardship through their prompt thorough retrieval of trash after high winds.



Feature 6 - The next component of this project is proposed at the 4 ¾ mile marker on the City of Elk River and Sherburne County border. This location boasts spectacular views of a tamarack wetland, from an overlook that was constructed through an Eagle Scout Project. Features will be added here that invite a stop at this awe-inspiring forested wetland community. An interpretive sign will be designed to highlight the uniqueness of tamaracks and the ecosystem services provided by the plants, animals, and invertebrates that they have an interdependent relationship with. This sign will be placed off the trail with an invitation to climb the stairs to the overlook, which will maintain accessibility to this interpretive feature for all. This location is fully shaded and a nice location for a bench, which will utilize historic limestone slabs that were salvaged from the railroad bed during construction of the GNRT in 2019.





Feature 7 - North of the overlook trail users approach an inviting grassy opening where we propose to add a shade structure/shelter, picnic table, and trash receptacle.



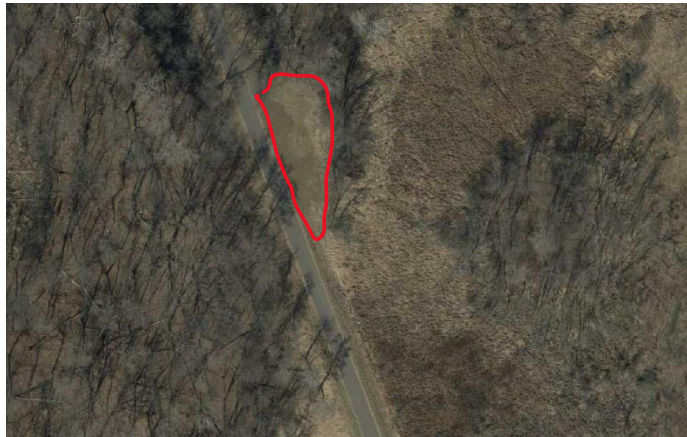
Feature 8 - The next road crossing to the north at 239th Avenue, provides another opportunity for promoting the trail with a branded trailhead kiosk in the southeast corner of the trail and road intersection. Siting the sign here will also mitigate an issue we have with vehicles parking in this undesigned location. ADA accessible width limiter gates, consistent with the construction and design standard set forth by the U.S. Forest Service in “Vehicle Barriers: Their Use and Planning Considerations” will be installed on both the north and south intersections of trail and road.



Feature 9 - Trail users next encounter the CSAH 25 GNRT parking facility. This 6 stall location provides quick access from U.S. Hwy 169 and for Livonia Township residents. This location provides parking and a portable restroom. Here we propose adding a branded trailhead kiosk and a portable restroom screen. This location would be enhanced with seating created from historic limestone blocks that were salvaged from the railroad bed during construction of the trail in 2019. ADA accessible width limiter gates, consistent with the construction and design standard set forth by the U.S. Forest Service in “Vehicle Barriers: Their Use and Planning Considerations” will be installed on both the north and south intersections of trail/road and parking lot trail connection.



Feature 10 - Before reaching Zimmerman, this project capitalizes on an opportunity provided by a trailside opening that offers expansive views of a large wetland complex, by constructing an additional **shade structure/rain shelter** to provide respite on exceptionally hot days and seeking shelter from an unexpected rain event on a longer trail experience. A picnic table and waste receptacle is planned to make this an ideal picnic spot. This location would also be home to an **interpretive panel** that highlights the fascinating history of the Great Northern Regional Railroad, ties to pages 6-7 of the GNRT Master Plan.



01

INTRODUCTION + CONTEXT

INTRODUCTION

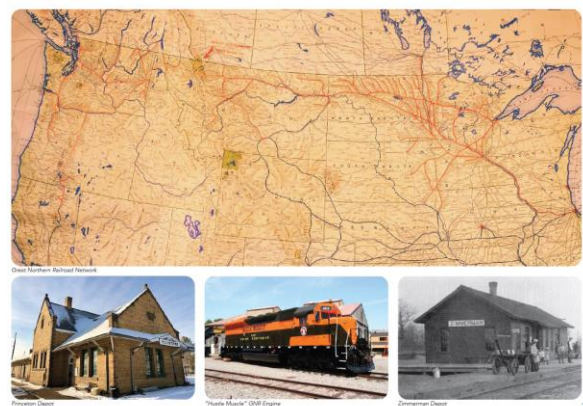
Railways helped build America during the westward settlement of United States and connected people, commerce, and culture from coast to coast. Minnesota was once at the center of freight activity in the country, largely due to the Mesabi Range, which was the largest deposit of iron ore in the world. Since the development of Interstate Highway System in the early 20th century many of the railway routes have fallen out of use. The Great Northern Railroad was in service from 1886 until the mid-1970s. Since then, sections of this rail system have been condensed as a result of this national trend.

In the 1990s and early 2000s a coalition of interested stakeholders began advocating for a rail to trail conversion of the corridor that would relink communities and provide residents with a place to walk, bike, and connect with nature.

Those early advocates helped pave the way for the current 8.5-mile trail that connects Elk River to Zimmerman. The early-volunteer coalition has since evolved into a partnership of public agency leaders that are now poised to complete another segment of the trail.

Trails that offer a rich and continuous experience require thoughtful consideration of cultural and natural resources, physical constraints, and user preferences. The Great Northern Trail can become another asset for residents and visitors in the region and beyond, connecting communities with parks and open spaces. Along with bolstering city and township open space networks, the trail will provide safe routes to schools, improve access to nature, and become an economic driver for local businesses.

6 Great Northern Trail Master Plan | August 2022



Feature 11 – 515 linear feet of tree planting parallel to the trail to provide visual enhancement is proposed along the segment that approaches the City of Zimmerman. An ADA accessible width limiter gates, consistent with the construction and design standard set forth by the U.S. Forest Service in “Vehicle Barriers: Their Use and Planning Considerations” will be installed at this location where the trail is adjacent to the road leading to the Zimmerman Compost Site. This location will also benefit from a motorized vehicle barrier.



Feature 12 - Culminating the project on its north end, is a trailhead facility as rendered in the GNRT Master Plan. The facility replaces an existing park-and-ride lot on the east edge of Zimmerman's Lions Park. The design accommodates trail users and additional parking stalls for the park-and-ride. Overflow parking will easily be handled in the large Lions Park main lot immediately northwest of the trailhead. This project is meant to promote the GNRT and provide convenient, comfortable access to the trail, while providing comfort features specific for trail users.

Zimmerman is a rapidly growing community with many multi-family housing facilities recently built and planned for the near future. The once small, rural community is quickly taking on an urban character. To support demographic shift, this trailhead includes [Electric Vehicle \(EV\)](#) and Electric [Bike \(E-bike\)](#) charging stations, LED lighting, a picnic/shade shelter, water filling station with pet watering vessel <https://www.prodrinkingfountains.com/outdoor-drinking-fountains/>, branded trailhead kiosk, screening for two portable restrooms and landscaping to capture stormwater and provide shade with native trees, shrubs, and plants.

To provide charging to all EVs, this project proposes a level 2 charger, which charges at a rate of 12 – 80 miles per hour, filling most EVs from empty to full in 4.5 hours. More rapid charging provided through a level 3 charger would not benefit all EV drivers, as not all EVs can be charged on a level 3.





Request for Action

To
Parks and Recreation Commission

Item Number
8.3

Meeting Date
May 8, 2024

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
Scout Island - Scout Service Project

Reviewed by:
Joe Stremcha
Cal Portner

Action Requested

Discuss the service project and address any comments, questions, or concerns.

Background/Discussion

The service project will be reviewed by staff during the Site Plan Review meeting on Monday, May 6. This project will include the following:

- Construction of a new access path (shown in red on the attachment).
- Clean up the historical trail (shown in blue) by removing debris.
- Install boundary signs along the common boundary with parcel 75-00934-0125.
- Installing a rustic sign "Scout Island" (near the south of the blue line).
- Building a rustic picnic table to be placed near the northern end of the peninsula (near the north end of the blue line).

The new access trail will be a rustic path involving the removal of buckthorn. No dirt work or seeding will be needed. The trail is necessary because of the adjacent land redevelopment and acquiring a new access easement for access.

Financial Impact

Minimal boundary signage.

Mission/Policy/Goal

Work with citizens to achieve goals

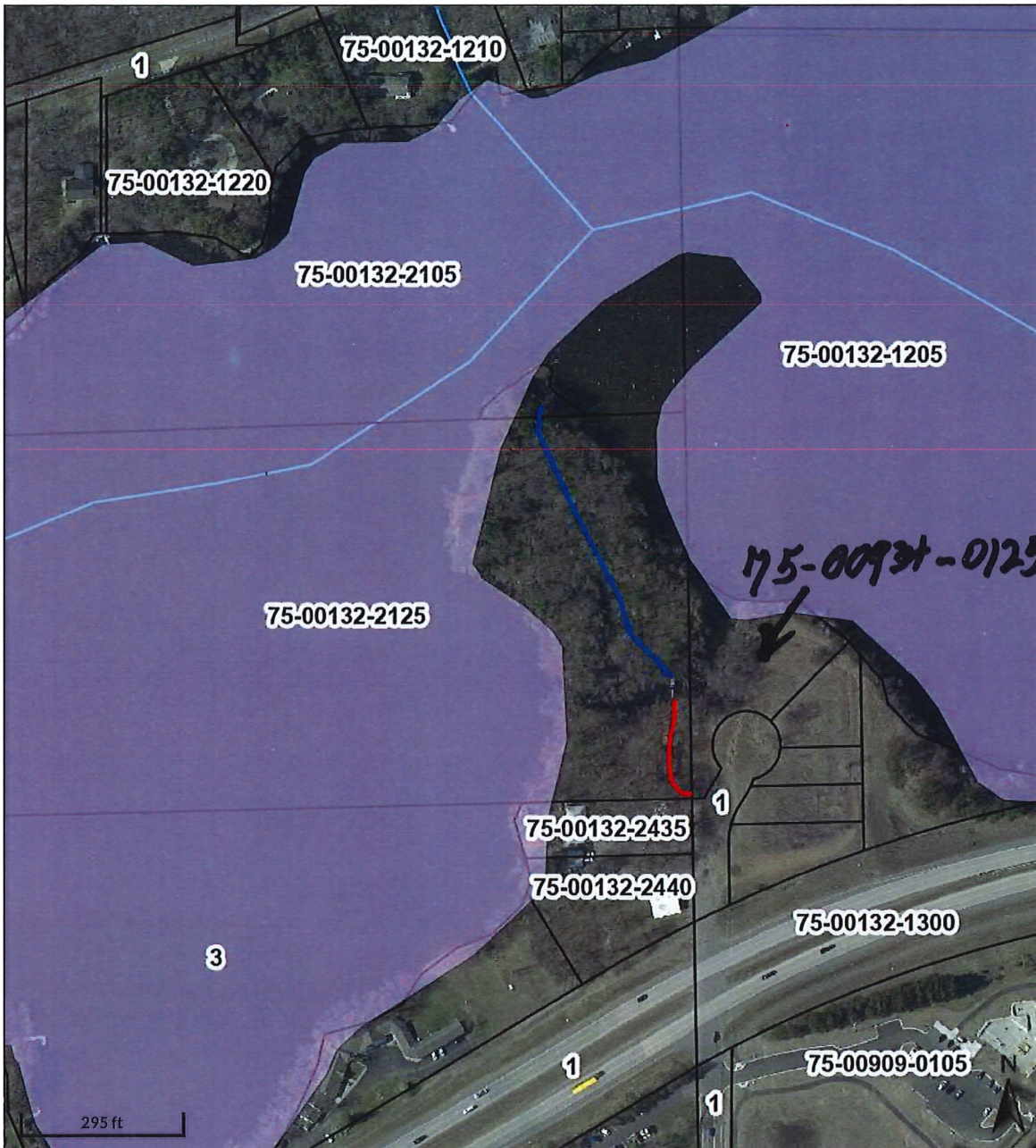
Attachments

- I. Scout Island service project

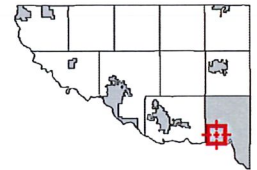
The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity





Overview



Legend

Public Water Inventory

-  Not Classified
-  General Development
-  Natural Environment
-  Recreational Development
-  Parcels
-  Streams

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Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

Date created: 4/24/2024

Last Data Uploaded: 4/24/2024 8:39:08 AM

Developed by  **Schneider**
GEOSPATIAL



Request for Action

To
Parks and Recreation Commission

Item Number
9.1

Meeting Date
May 8, 2024

Prepared By

Item Description
Assistant City Administrator Update - May 8, 2024

Reviewed by:
Joe Stremcha
Cal Portner

Action Requested
Discuss the monthly report.

Background/Discussion
The report is a monthly highlight of department activities related to recent collaborations, strategic planning, staff changes/developments, and park operations.

Financial Impact
None.

Mission/Policy/Goal
Work with citizens to achieve goals

Attachments
I. 5-8-2024 Staff Report

The Elk River Vision

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Memorandum

Item: 8

To: Parks and Recreation Commission

From: Joe Stremcha, Business Services Director/Assistant City Administrator

Date: May 8, 2024

Subject: Parks and Recreation Staff Report

This report is a monthly highlight of department activities related to recent collaborations, strategic planning, staff changes/developments, and park operations.

Park and Recreation Manager Vacancy

The application period has closed. Applications will be reviewed promptly, and interviews scheduled later this month.

Food Trucks

Food trucks are extremely popular in our parks. This increase in business activity has raised several public safety concerns for the pedestrians traveling around these mobile operators. Staff will be recommending to the City Council revisions to the current ordinance to provide clarity on approved surfaces for conducting business and redefine their presence downtown as the language is specific to the summer concert series rather than city events (such as the farmers market) as a whole.

Play My Way

The Play My Way program launched on April 30. The City of Elk River has many playgrounds that will need to be replaced over the next 5 to 10 years. Staff are actively engaging with the youth of Elk River to help design those playgrounds! There are several ways to get involved:

- Take an online survey with your children where they get to choose the equipment, they would like to have on their dream playground.
- Join us at one of our Play My Way interactive booths this summer and vote in person. A list of events are located on our website.
- Download one of the playground creator worksheets on our website to do at home or with your school. Copies are available at the Parks and Recreation office in City Hall.
- For more information, please visit our website: <https://elkrivernm.gov/playmyway>

Plants and Things Recreation Complex

Staff collaborated with Steve Hickman about opportunities to market Plants and Things, USA during the upcoming baseball/softball season. Various outdoor patio furniture will be displayed for use in accordance with their sponsorship agreement. Elk River Youth Baseball donated to the City artificial turf and it was installed in the batting cages at the PT Complex. Staff also installed the batting cage nets this year due to the project timeline. Sponsorship banners have begun being placed on the outfield fences at the PT Complex.

This year, each field will have five sponsorship banners. Staff are designing a sign that will attach to the second floor of the concession stand promoting Plants and Things, USA and welcome guests to the PT Complex.

Staff from Flagship Recreation and the manufacturer of the shade structure at the PT Complex met with Public Works to review the installation of the shade structure on April 23. The poles for the shade structure have tilted significantly since their installation last year. It was determined that the fabric will not be installed until a solution is found to make the posts level.

If the fabric was put up under current conditions, the fabric has too much play in it and will cause it to fail. The manufacturer is working with their engineering team to find a solution for leveling the posts. Their goal was to get this timeline and solution to us in the coming weeks.

Summer Programs

Youth-Youth summer program and league registration is in full swing. Staff are delighted to see many programs are full and have a waiting list. Adult Men’s Softball started on April 23 and there are 13 teams registered.

Facility Rentals

Shelter and pavilion rentals continue to be in high demand. There have been 401 scheduled rentals so far for 2024. Last years entire total for rentals was 686.

Athletic Fields Master Plan

HKGi presented detailed concepts for site development of athletic fields based on projected growth outlined in a 2022-23 study. The commission will continue to discuss these concepts in work session following the regularly scheduled meetings to refine and improve this plan. The construction timeline below preserves the number of fields available for play prior to adding new additional fields. The proposed plan creates the following benefits:

- Centralized Bathrooms
- Centralized Concessions
- Centralized Equipment storage based on sport/activity.
- Organized Parking
- Field locations based on activity creating ownership cleanliness amongst user groups.
- Fans at “ground level” are at higher elevation than playing surface for improved sightlines.

Project Impact Summary

Site	Fields removed	Fields added
PT Complex	1 rectangular field	3 rectangular fields 4 softball fields
Dave Anderson Athletic Complex	2 softball fields	1 rectangular field
Oak Knoll Complex/ Hales field	3 baseball fields 2 rectangular fields	4 baseball fields 1 miracle field
Net Change		+2 Softball fields +3 rectangular fields +1 baseball field + 1 miracle field

Project Phasing Potential

Approx. Year	Site	Fields Removed	Fields Added
2026	PT Complex (Southeast)	none	3 rectangular fields
2028	Oak Knoll Complex/Hales Field (South/East)	2 rectangular fields 1 ballfield	2 baseball fields
2030	Oak Knoll Complex/Hales Field (North/West)	2 baseball fields	2 baseball fields 1 miracle field
2032	PT Complex (Southwest & Northeast)		4 softball fields 2 rectangular fields
2034	Dave Anderson Athletic Complex	2 softball fields	1 rectangular field
+/- 9-years	TOTAL SCOPE	2 softball fields 2 rectangular fields 3 baseball fields	4 baseball fields 4 softball fields 1 miracle field 5 rectangular fields



Request for Action

To
Parks and Recreation Commission

Item Number
12.1

Meeting Date
May 8, 2024

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
Athletic Facilities Master Plan

Reviewed by:
Joe Stremcha
Cal Portner

Action Requested

Discuss the Athletic Facilities Master Plan for Oak Knoll (OKAC), Dave Anderson Athletic Complex (DAAC), and Plants and Things Recreation Complex (PT Complex) presented by HKGi.

Background/Discussion

HKGi presented detailed concepts for site development of athletic fields based on projected growth outlined in a 2022-23 study. The commission will continue to discuss these concepts in work session following the regularly scheduled meetings to refine and improve this plan. The construction timeline below preserves the number of fields available for play prior to adding new additional fields. The proposed plan creates the following benefits:

- Centralized bathrooms, concessions, and equipment storage based on sport/activity.
- Organized Parking
- Field locations are based on activity creating ownership cleanliness among user groups.
- Fans at “ground level” are at a higher elevation than the playing surface for improved sight lines.

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The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



	+ 1 miracle field
--	-------------------

Project Phasing Potential

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+/- 9-years	TOTAL SCOPE	2 softball fields 2 rectangular fields 3 baseball fields	4 baseball fields 4 softball fields 1 miracle field 5 rectangular fields

Financial Impact

The concept to be considered identifies more than \$45 million in athletic facility improvements over the next decade.

Mission/Policy/Goal

Responsible for every dollar – good stewards

Attachments

I. 12.1 PRSR 04-10-2024



**Parks & Recreation
Commission
Regular Meeting**

Wednesday, April 10, 2024
6:30 p.m.
Elk River City Hall

Meeting Protocol

- No sidebar discussions
- No interruptions
- State your concern
- Ensure you understand
- Don't take things personally
- Adhere to time limits
- Come prepared
- Ensure all are heard

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSIDER MINUTES

4.1 March 13, 2023, Regular Meeting Minutes

5. OPEN FORUM

An opportunity for residents and guests to provide comments and feedback to the Parks & Recreation Commission regarding items not on the agenda. Information provided in Open Forum will not be discussed by the commission; rather, the information will be referred to staff and/or scheduled for discussion at a future meeting.

6. PRESENTATIONS

6.1 Plat Review Process – Park Dedication

7. ACTION ITEMS

7.1 Park Dedication – Natures Edge Business Park Fifth Addition

7.2 Farmers Market Coloring Contest

7.3 Parks and Recreation Commission Ordinance Review

7.4 Camp Cozy Park Natural Resources Management Plan

8. DISCUSSION ITEMS

8.1 Recreation Amenities Length of Season

9. PARKS & RECREATION MANAGER UPDATE

10. ANNOUNCEMENTS

Other business and updates from the Parks and Recreation Commission or staff.

11. MOTION TO ADJOURN REGULAR MEETING

12. WORK SESSION

Start at 7:00 p.m. or after the Regular Parks and Recreation Commission meeting, whichever is latest.

12.1 Athletic Facilities Master Plan

12.2 Disc Golf Open House Discussion Recap and Next Steps

13. MOTION TO ADJOURN



Request for Action

To Parks and Recreation Commission		Item Number 12.1
Agenda Section Work Session	Meeting Date April 10, 2024	Prepared by Joe Stremcha, Assistant City Administrator
Item Description Athletic Facilities Master Plan		Reviewed by Cal Portner, City Administrator
		Reviewed by

Action Requested

Discuss the Athletic Facilities Master Plan for Oak Knoll (OKAC), Dave Anderson Athletic Complex (DAAC), and Plants and Things Recreation Complex (PT Complex) presented by HKGi.

Background/Discussion

On March 8, 2023, the Parks and Recreation Commission recommended the Athletic Field Analysis. Results from the analysis report presented to the City Council on June 5 included a shortage of dedicated fields and an overuse of existing fields. The next step was the master planning process.

The master planning process started in June of 2023 for OKAC, DAAC, and PT Complex with a project advisory committee formed including Dave Williams, Mike Brown, and Ryan Holmgren. Dave Williams was replaced by Greg Loidolt in December of 2023.

The last meeting of the advisory committee was on December 13 to review the latest concept drafts of the athletic facilities. The plan incorporated highlights from premier facilities including Schwan's Regional Amateur Sports Complex in Marshall, Riverside Park Ballfield in Springfield, Johnson Ballpark in New Ulm, Caswell Complex in Noth Mankato and Gleason Fields in Maple Grove that staff visited in October.

Financial Impact

Cost estimates for the master plan updates were presented at the last commission meeting.

Mission/Policy/Goal

Opportunity to live, work, and play

Attachments

- Athletic Facilities Master Plan

The Elk River Vision

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Updated: January 2023

ATHLETIC FIELDS MASTER PLANNING

Elk River Parks & Recreation
March 2024



Agenda

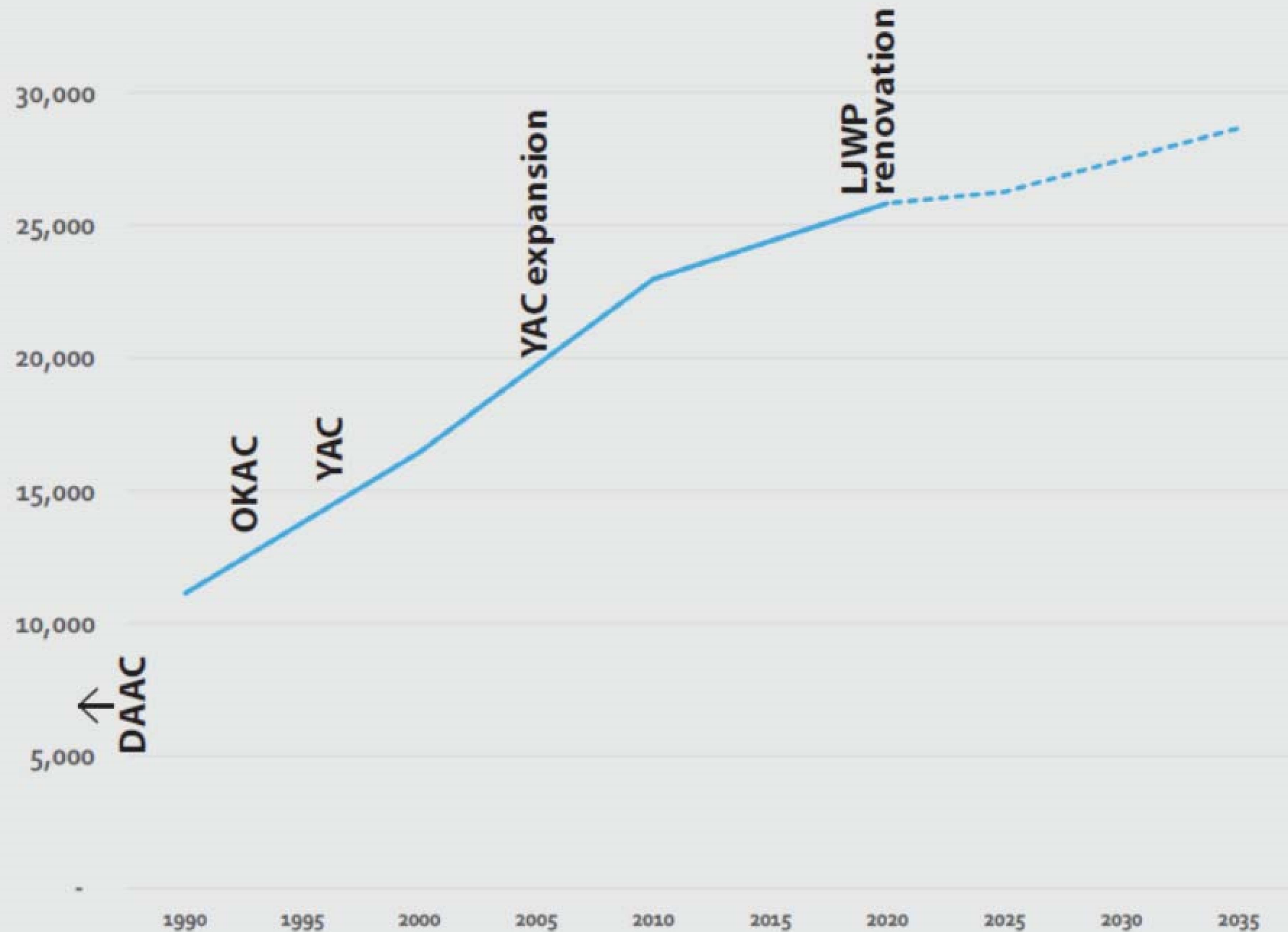
- Recap Findings From Utilization Study
- Concept Review
- Costs
- Phasing
- Discussion



Project Purpose

- Provide a **long term** vision to guide development of athletic fields in Elk River
 - » Meet the needs of a growing community
 - » Guide investments where they will last
 - » Help the City plan for future costs
 - » Continue to position Elk River as a place with great recreation opportunities for families and youth

Population Growth and Field Development in Elk River



Utilization Study Findings

- Expansion for growing population and to add capacity/resiliency
- Preference for improved user (player and spectator) experience
- Desire for tournament capabilities
- Safety/Functionality concerns at DAAC (short term)



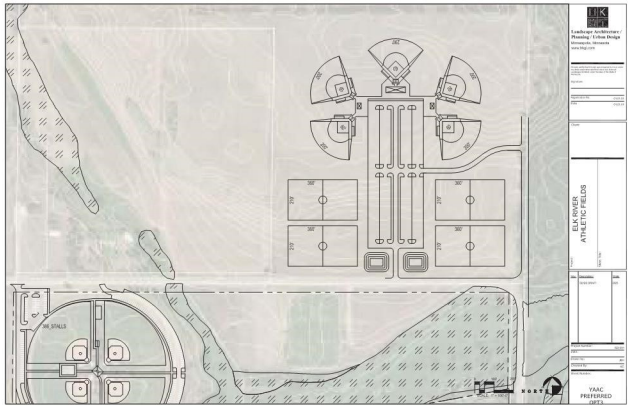
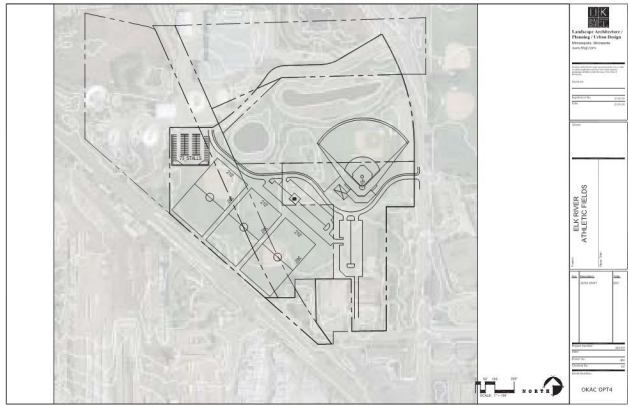
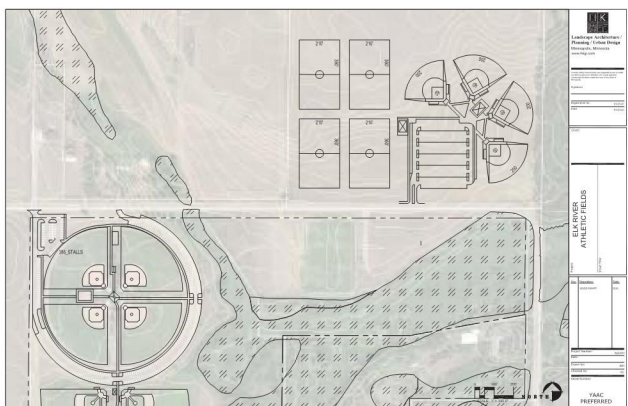
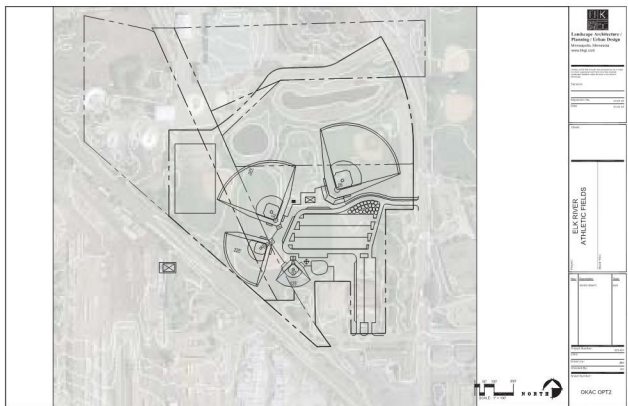
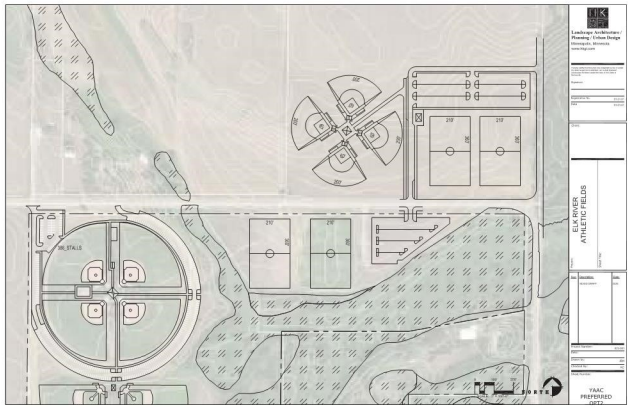
Utilization Study Findings

In the next 10-15 years:

- 3-4 60' ballfields with 200-225' fences
- 1-2 75' ballfields
- 1-2 90' ballfields
- 4 rectangle fields



Master Plans



Master Plan Initiatives

- Create a distinct “Home of” for each sport
- Add capacity to the system
- Help PTRC facilitate tournaments



Dave Anderson Athletic Complex

- Shifts from outmoded facility to rec focused extension of Orono Park/ City Hall/YMCA district







Dave Anderson Athletic Complex

- Removes 2 softball fields and replaces them with open field space that can accommodate up to a full sized rectangle field or multiple youth sized fields
- Improves safety considerations by reducing the number of softball fields and having play occur behind spectators
- Installation of drain tile in the outfields to reduce flooding/ponding that is occurring today

Dave Anderson Athletic Complex

- Addition of a centralized plaza and shelter to support recreational field use
- Creation of new parking to support field programming, as well as Orono Park
- Retains flexibility for potential long term change with adjacent land uses
- Needs short term safety issues addressed (netting)

Dave Anderson Athletic Complex

All costs are planning level to help the City budget based on contractor pricing. Additional design will further refine the costs. Costs may change based on inflation, labor & material costs, permitting, timing, and other factors.

Project Cost: \$1,985,000

Parking and Roads: \$760,000

Plaza and Trails: \$645,000

Other: \$235,000

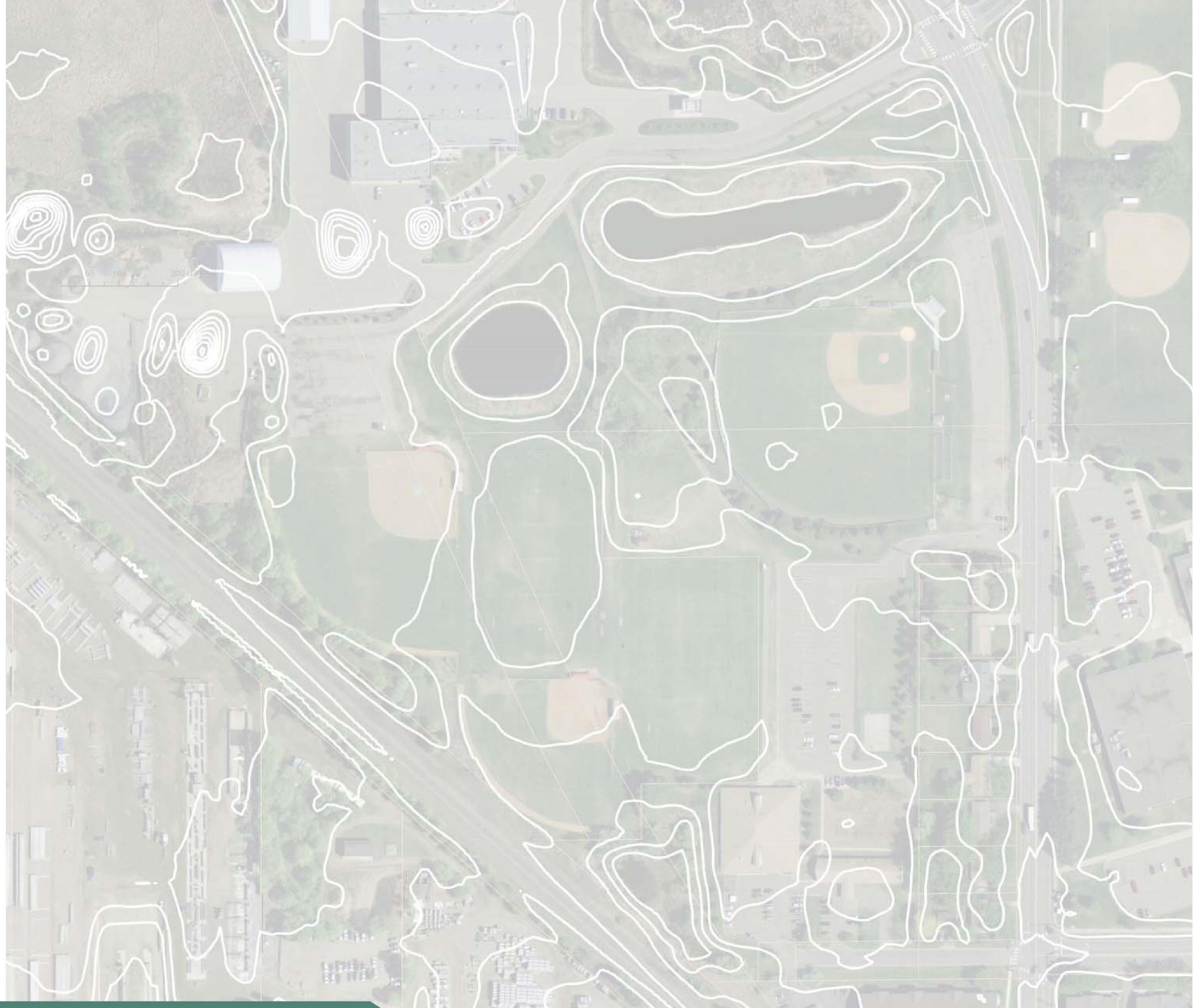
Soft Costs: \$165,000

10% Contingency: \$180,000

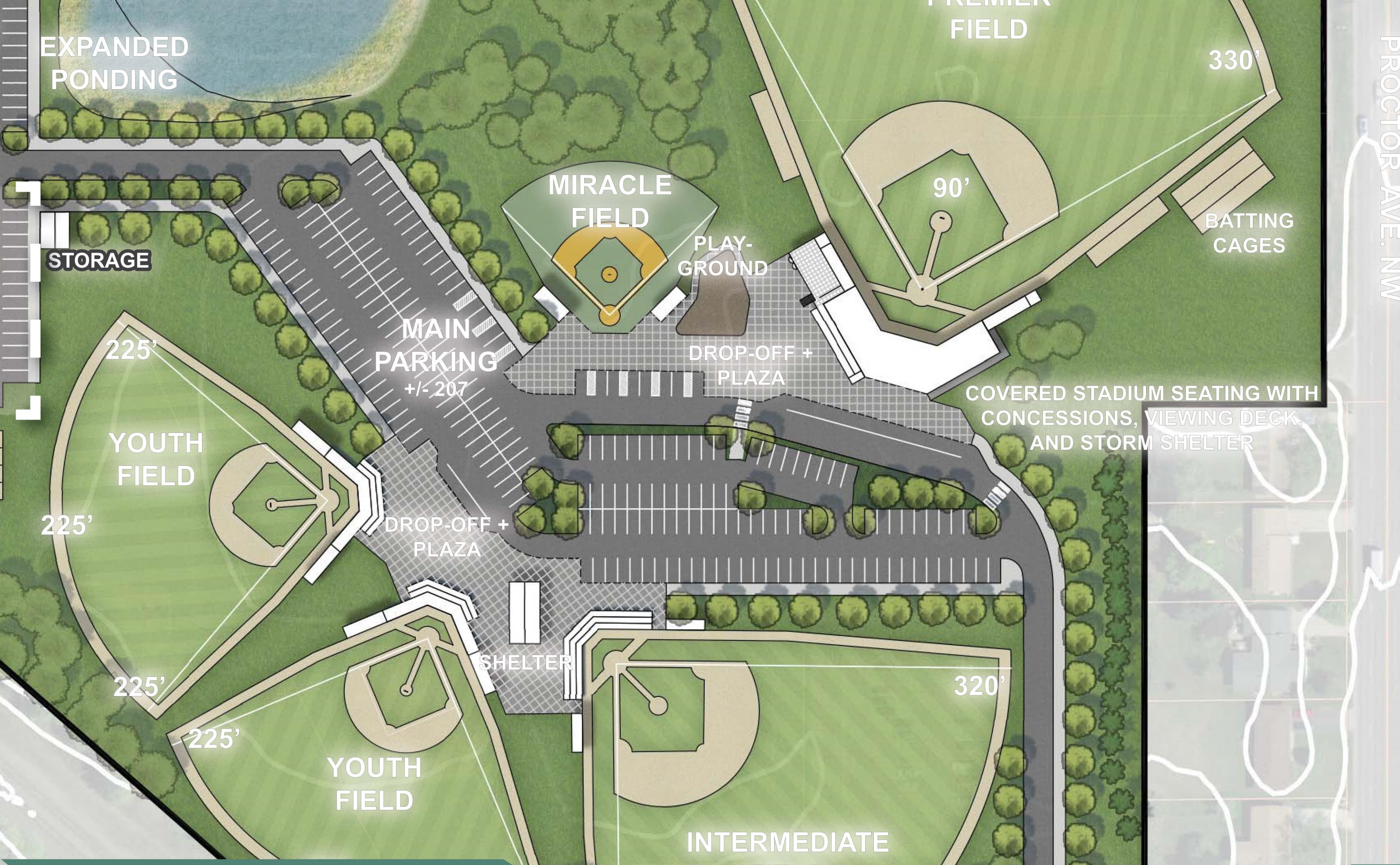
Oak Knoll Athletic Complex

- Creates a destination baseball complex for players of all ages and abilities anchored by a revamped, realigned, and improved premier ballfield









PROCTOR AVE. NW

Oak Knoll Athletic Complex

- Anticipates the removal/relocation of Ivan Sand and the Education Technology Center
- Reconfigures access to Proctor Road and School Street, and creates a connection between the two entries
- New parking to support expanded ballfield program
- Plazas/shelters/gathering spaces to support ballfield programs

Oak Knoll Athletic Complex

- New, re-oriented full size (90' basepath) ballfield with grandstand seating
- Adds miracle field and inclusive playground
- Creation of two dedicated youth (60' basepath) baseball fields with grass infields
- Creation of a dedicated intermediate (70-80' basepaths) baseball field with grass infield

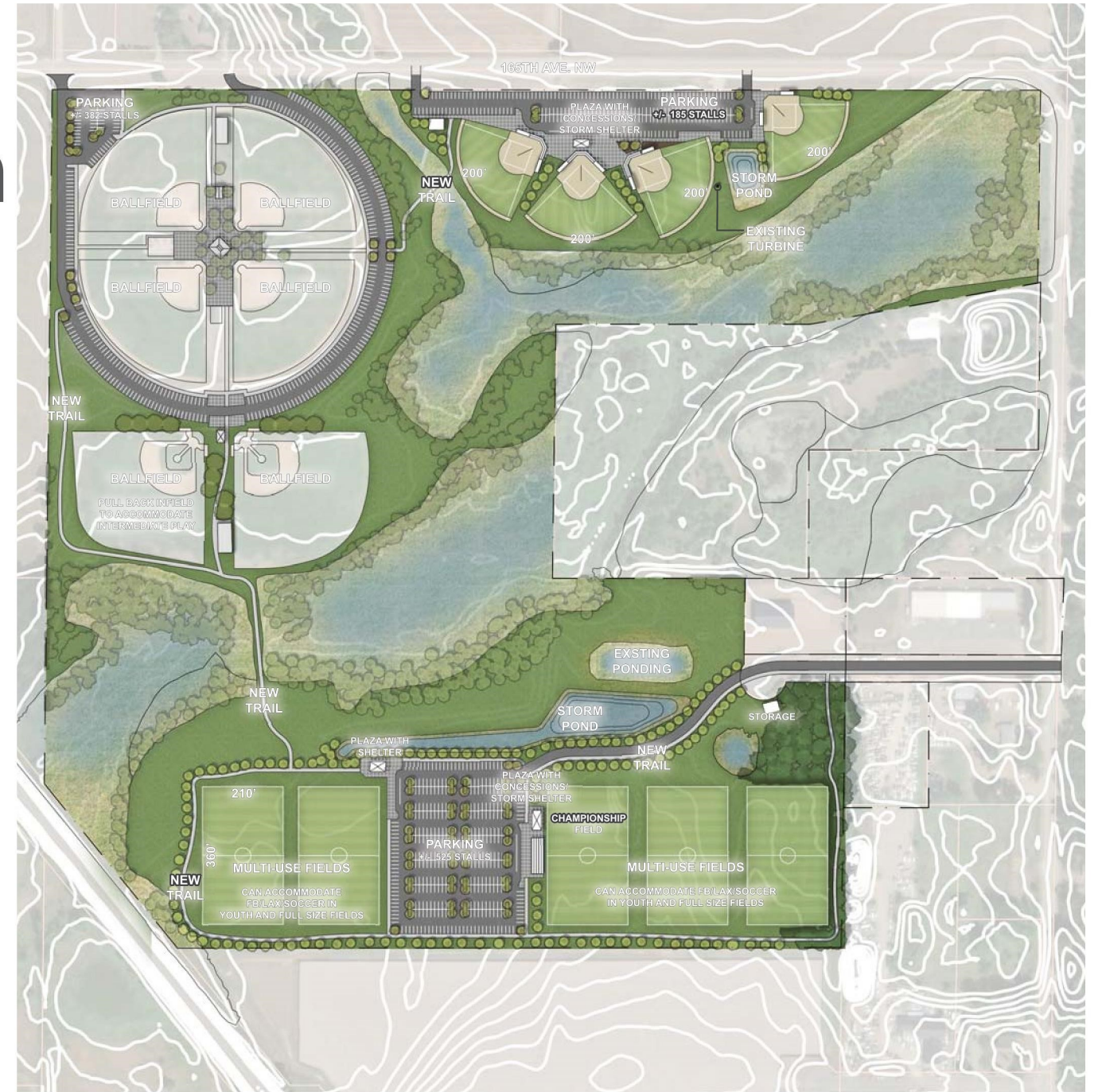
Oak Knoll Athletic Complex

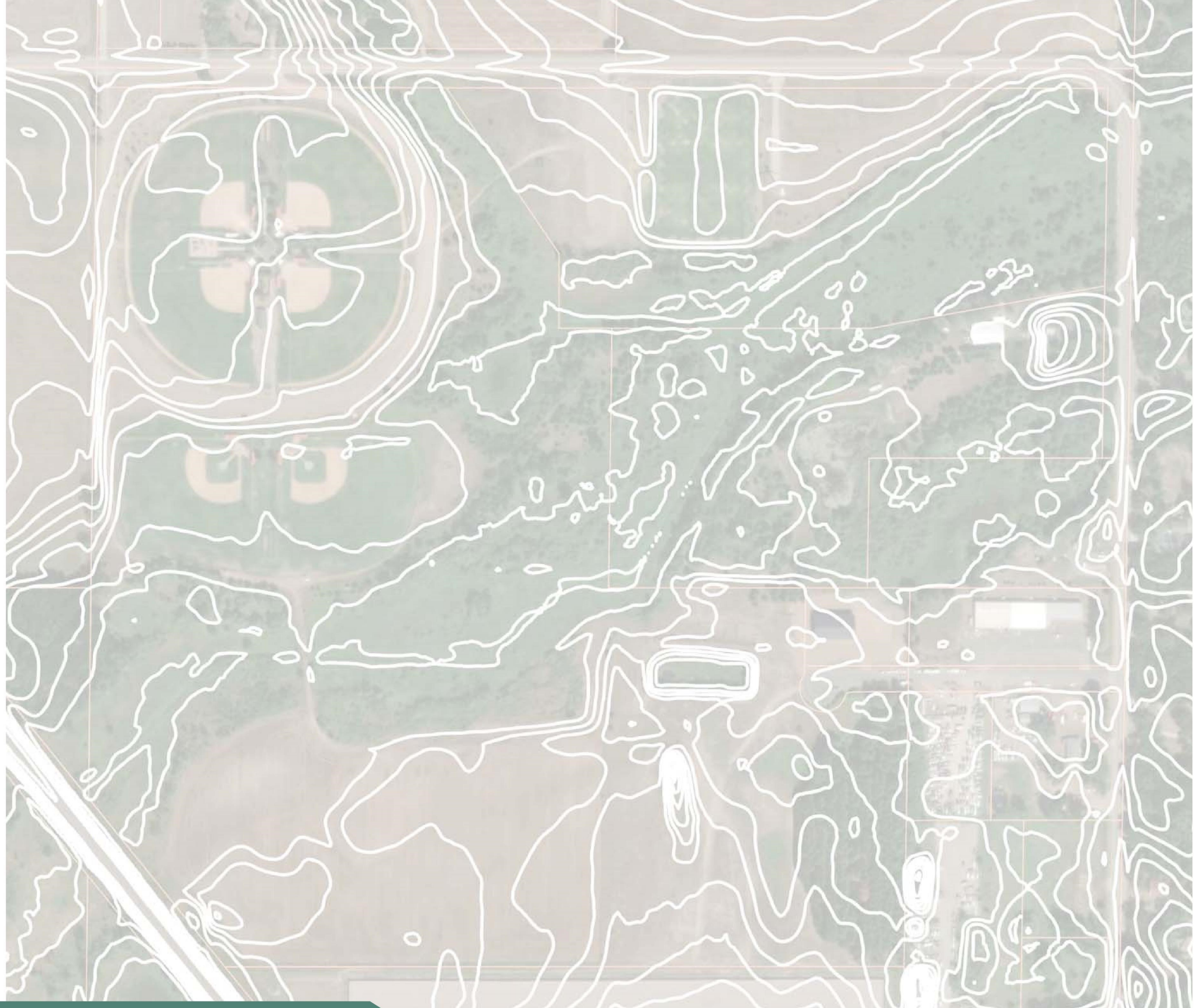
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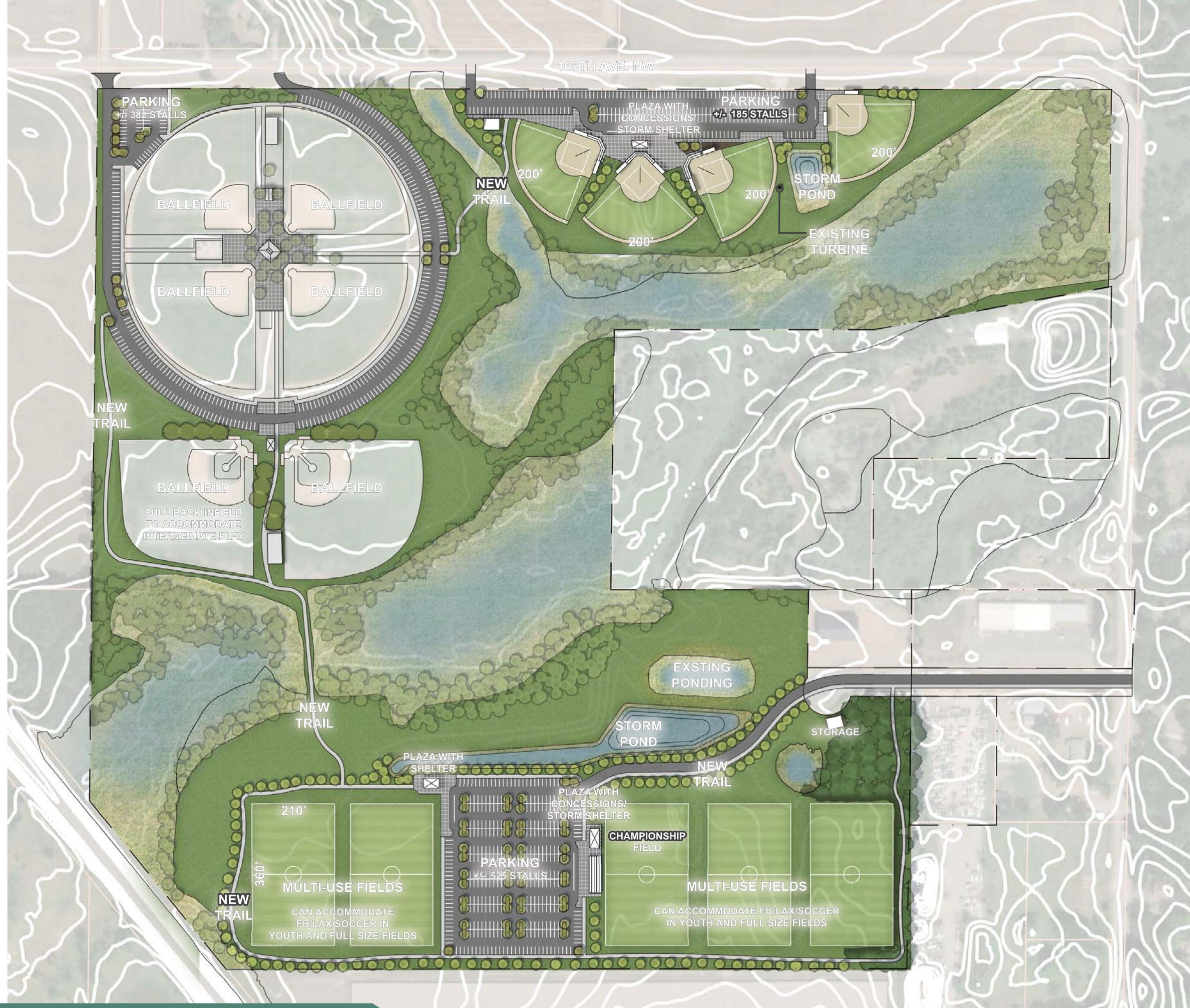
Project Cost:	\$17,645,000	
Premier Field:	\$3,125,000	<i>includes turf option</i>
Miracle Field and playground:	\$1,070,000	
Other fields:	\$1,410,000	
Parking and roads:	\$3,800,000	
Trails and plazas:	\$1,210,000	
Other costs:	\$2,175,000	
Soft Costs:	\$1,915,000	
20% Contingency:	\$2,940,000	

Plants and Things Recreation Complex

- Expansion and reconfiguration create dedicated homes for each youth sport user while also providing the flexibility to host larger tournaments









165TH AVE. NW

PARKING
+/- 185 STALLS

PLAZA WITH
CONCESSIONS/
STORM SHELTER

NEW
TRAIL

200'

200'

200'

200'

STORM
POND

EXISTING
TURBINE



Plants and Things Recreation Complex

- Relocates softball from DAAC and creates a 4 field dedicated complex with youth sized fields
- Softball tournaments could incorporate the existing pinwheel for an 8 field schedule
- Creates a new rectangle field destination that can accommodate football, lacrosse, and soccer with up to 5 full sized fields or many youth sized layouts

Plants and Things Recreation Complex

- Creates showcase opportunities for Plants and Things at plaza areas in each of the three areas
- Parking to accommodate extensive field use
- Each sport area would have concessions/restroom/storm shelter

Plants and Things Recreation Complex

- Existing ballfields would have parking paved
- The smaller 90' field would have infield grass pulled back to accommodate intermediate play
- New trails incorporated into the park

Plants and Things Recreation Complex

All costs are planning level to help the City budget based on contractor pricing. Additional design will further refine the costs. Costs may change based on inflation, labor & material costs, permitting, timing, and other factors.

Northwest Area Project Cost:	\$3,800,000
Parking and Roads:	\$1,650,000
Trails and Plazas:	\$1,030,000
Other Costs:	\$325,000
Soft Costs:	\$300,000
15% Contingency:	\$495,000

Plants and Things Recreation Complex

All costs are planning level to help the City budget based on contractor pricing. Additional design will further refine the costs. Costs may change based on inflation, labor & material costs, permitting, timing, and other factors.

Softball Area Project Cost:	\$8,785,000
Fields:	\$1,750,000
Parking and Roads:	\$1,660,000
Trails and Plazas:	\$1,265,000
Other Costs:	\$1,440,000
Soft Costs:	\$915,000
25% Contingency:	\$1,755,000

Plants and Things Recreation Complex

All costs are planning level to help the City budget based on contractor pricing. Additional design will further refine the costs. Costs may change based on inflation, labor & material costs, permitting, timing, and other factors.

Rectangle Fields Project Cost: \$15,550,000

Fields:	\$1,940,000
Parking and Roads:	\$3,945,000
Trails and Plazas:	\$2,075,000
Other Costs:	\$2,860,000
Soft Costs:	\$1,620,000
25% Contingency:	\$3,110,000

Plants and Things Recreation Complex

All costs are planning level to help the City budget based on contractor pricing. Additional design will further refine the costs. Costs may change based on inflation, labor & material costs, permitting, timing, and other factors.

Project Cost:	\$28,135,000
Northwest Section (wheel):	\$3,800,000
Softball:	\$8,785,000
South Section (rectangles):	\$15,550,000



Phasing

Minor investment in safety netting at DAAC

1 - Rectangle fields at YAC

(Allows for removal of existing YAC and OKAC fields)

2 - Softball Fields at YAC

(Allows for removal of DAAC fields and add grass at OKAC)

3 - Baseball Complex at OKAC

(Keep DAAC fields for baseball capacity while under construction? ISD timing?)

4 - Removal of Softball Fields at DAAC

(Could happen earlier with coordination: use of ISD/LJW fields, adult softball)

Potential Variables:

- Other projects (parks & development)
- Budget
- Coordination with ISD
- Fairgrounds

Utilization Study Findings

- Expansion for growing population and to add capacity/resiliency
- Preference for improved user (player and spectator) experience
- Desire for tournament capabilities
- Safety/Functionality concerns at DAAC (short term)

Tournament Capacity in One Location

Sport	Existing	Proposed	Notes
Youth Baseball (60')	4	8	DAAC or PTRC today, PTRC Proposed
Intermediate Baseball (75')	4	5	DAAC or PTRC today, PTRC Proposed
Full Sized Baseball (90')	2	2	PTAC for both, ISD adds capacity if OKAC
Fast Pitch Softball	4	8	DAAC or PTRC today, PTRC Proposed
Slow Pitch Softball	4	4	DAAC or PTRC today, PTRC Proposed
Rectangle Fields (FB/Lacrosse/Soccer)	2	5	OKAC today, PTRC Proposed

Utilization Study Findings

In the next 10-15 years:

- 3-4 60' ballfields with 200-225' fences
 - +1 60' baseball field
 - +2 60' softball fields
- 1-2 75' ballfields
 - +1 capacity, 1 more enhanced
- 1-2 90' ballfields
 - +0, but enhanced facilities
- 4 rectangle fields
 - +3, plus increased flexibility