



Parks and Recreation Commission

Regular Meeting

Wednesday, April 8, 2026

6:30 PM

Elk River City Hall

Agenda

- Regular meeting in Council Chambers

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSIDER MINUTES

4.1 03-11-2026 Parks and Recreation Commission Meeting 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. ACTION ITEMS

6.1 Hillside Park - Jump Line

6.2 Hillside Park - Pump Track

6.3 Woodland Trails Equipment Request

6.4 Farmers Market Coloring Contest Vote

6.5 Vikings Youth Football Camp

6.6 GNT Trailhead and Trailside Amenities Agreement

6.7 Trail Rules Signs - Ebikes

6.8 Parks and Recreation Framework Plan - Request for Proposal

7. DISCUSSION ITEMS

7.1 Local Sales and Use Tax Amendment

8. PARKS AND RECREATION MANAGER UPDATE

8.1 Parks and Recreation Manager Update

9. ANNOUNCEMENTS

10. 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

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 Parks and Recreation
Commission
Held at the Elk River City Hall
Wednesday, March 11, 2026**

Members Present: Chair Stewart, Commissioners Goodwin, Anderson, Varty, Niziolek, Fermoye, and Loidolt

Members Absent: Councilmember Grupa

Staff Present: Assistant City Administrator/Business Services Director Joe Stremcha, Parks and Recreation Manager Jeff Shelby, and Senior Administrative Assistant Dawn Larson

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 06:30 PM.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

Moved by Commissioner Fermoye and seconded by Commissioner Varty to approve the March 11, 2026, agenda. Motion carried 7-0.

4. CONSIDER MINUTES

4.1 02-11-2026 Parks and Recreation Commission Meeting Minutes

Moved by Commissioner Loidolt and seconded by Commissioner Stewart to approve the February 11, 2026, Parks and Recreation Commission minutes. Motion carried 7-0.

5. ELECTION OF CHAIR AND VICE CHAIR

5.1 Election of Chair and Vice Chair

Commissioner Niziolek nominated Commissioner Stewart for the Chair position. Moved by Commissioner Loidolt to nominate Commissioner Goodwin. Commissioner Stewart won 6-1.

Commissioner Niziolek nominated Commissioner Goodwin for the Vice-Chair position and the commissioners voted 7-0. Chair Stewart took over the meeting immediately following this agenda item.

6. OPEN FORUM

7. ACTION ITEMS

7.1 Parks and Recreation Framework Plan — Scope of Work

Mr. Shelby presented his report. Commissioner Fermoye asked what the original deadline was. Mr. Shelby said that it would be determined based on the recommended length of time the consultant and

staff would need to complete the work.

Commissioner Fermoye asked if the commission would be involved in the timeline past the April 8 meeting. Mr. Shelby said on April 8 staff would provide a draft of the RFP for the commission to review and approve. That draft would then be presented to City Council at the April 20 meeting. Staff would continue the process through the timeline. He pointed out that the commission would be involved again once the RFP process was completed.

Mr. Stremcha said the commission could also put together a small committee to assist in the interview process after they receive the project proposals. If there is only one, staff may not need assistance, and they may want to go back out to bid to gather more. Chair Stewart said he believes it would be advantageous to have commissioners involved in this process.

Commissioner Anderson asked who the designee is in the table of contents when that word is listed. Mr. Shelby said it would potentially be a commissioner. Commissioner Anderson said that is what he was hoping for. Chair Stewart said there are quite a few designee spots listed in the table of contents so there would be several spots for the commissioners that are interested in those areas to jump in and contribute.

Commissioner Anderson asked Mr. Shelby if the commission would be involved through the entire process and Mr. Shelby said yes. Commissioner Anderson said that if there is enough interest they should be involved in most, if not all areas of the table of contents. He pointed out that there is not a designee listed under the community section. He asked Mr. Shelby if that meant that the commission doesn't have the expertise. Mr. Shelby said that section could be put together by another department of the city that has additional resources to provide that information. It wouldn't need to be duplicated by a new consultant.

Chair Stewart said when staff come back to the commission in April, they could get deeper into the categories and solicit which commissioner would be interested. Mr. Stremcha pointed out that some of the topics that say consultant would be areas leveraged to help develop or craft the plan where others do not. When they come back in April to talk about the RFP, they would be specifically tailoring the RFP to identify areas where the consultant would need to assist with that work. Areas that do not list consultant, for example, such as the parks and facilities plan would be done internally and not included in the RFP. Mr. Stremcha said there is more to the plan than the RFP where they would need a designee for.

Commissioner Anderson asked if this is the time to make a motion for action. He asked if they should decide now for each topic or whether it would be done on the fly based on what the Chair and Vice-Chair decide. Mr. Shelby said that doing so tonight would be convenient. Chair Stewart said they would just go down the list from the top.

Commissioner Anderson asked if they needed to list the specific individuals who will be the designee tonight. Mr. Shelby said that they would want to wait until they have the RFP. He is primarily asking the commission to just list the areas they would like to have a designee. Commissioner Anderson said that anywhere it says designee they should add that it is a commission designee if that is the intent. He also said that the categories that are not listed should just be a brief discussion. Commissioner Anderson asked if the overview was already done. Mr. Shelby said it is more of a summary that will be done when the project is done.

The Commission worked down the table of contents volunteering to assist with the topics they were interested in.

Introduction

Overview

Mission and Values-Chair Stewart

Community Profile-none

Plan Purpose-Chair Stewart

Planning Process-none

Executive Summary-none

Inventory and Assessment

Chapter Overview-none

Public/Community Engagement-Commissioner Goodwin

Parks Inventory-Chair Stewart

Level of Service Analysis-none

Park and Trail Use-none

System Plan

Chapter Overview

Arts and Culture Programming Plan-Commissioner Fermoye

Marketing Plan-Commissioner Goodwin

Natural Resource Plan-Commissioners Anderson, Niziolek, and Chair Stewart

Parks and Facilities Plan-Commissioners Varty, Niziolek, and Loidolt

Recreation Programming Plan-Commissioners Loidolt and Goodwin

Risk Management Plan-Chair Stewart and Commissioner Fermoye

Trail System Plan-Chair Stewart, Commissioners Niziolek and Anderson

Volunteerism and Stewardship-Commissioners Anderson and Goodwin

Chapter Overview

Roles

Opportunities

Coordination

Recognition

Implementation and Sustainability-Chair Stewart and Commissioner Niziolek

Chapter Overview

Maintenance and Operations Strategy

Capital Improvement Plan, Operations, and Maintenance Costs

Interview Committee-Chair Stewart, Commissioners Fermoye and Goodwin

Mr. Stremcha pointed out that the timeline is aggressive to make sure community engagement is captured during the peak season.

Moved by Commissioner Goodwin and seconded by Commissioner Loidolt to approve that staff develop an RFP for consultant-based scope of work as presented and added to tonight by staff for the Parks and Recreation Framework Plan. Motion carried 7 -0.

8. DISCUSSION ITEMS

8.1 Robert's Rules Review

Mr. Shelby presented his staff report. No questions from the commission. Chair Stewart said it was a good refresher.

8.2 Parks and Recreation Commission Bylaws

Mr. Shelby presented his report. The commission did not feel any changes needed to be made at this time.

8.3 Trail Signage - Ebikes

Mr. Shelby presented his report.

Mr. Shelby explained that the city standard size for signs is 9 by 12. The commissioners were given a printed version of the trail sign in this size for reference. Mr. Shelby said that he believes the Communications department intent is to present a final version of the sign at the next month's Commission meeting and answer any questions or comments the commission may have.

Commissioner Goodwin said it makes sense to her to follow the standard size of signage along the trail, but she thinks the signs should be larger at the entrance to the parks, so people have better awareness of what is expected of them as they enter the park. Mr. Shelby said that the subcommittee had discussed seven locations at trail entry points that were listed at the February commission meeting.

Chair Stewart said that he thinks the verbiage is good and will accomplish what they want to do but this size is too small to be read while out on the trail. He said if a person is at a stationary point like a kiosk the sign would be fine but not while moving.

Commissioner Loidolt said he thinks that staggering the rules on separate signs as they go down the path could be an option. Each rule could be read with bigger, bolder font. He said that he wouldn't be able to see this sign if he was riding along at 20 miles per hour unless it was bigger and bolder.

Commissioner Anderson said this sign is the same size as the park boundary signs. He said this is a lot of information and should be on a sign that is a minimum of 12 by 18. They should make everything as large as possible on the sign, including the circles, even if it means losing some of the brown space. He also thinks the media campaign will be significant to help educate.

Commissioner Goodwin said she thinks the goal of implementing this is to mitigate requiring more resources from law enforcement. Since they already set up a city ordinance, they need to make this as easy as possible, so they don't really have to reinforce because people will have an awareness. She values the marketing efforts of consistency but also thinks it's important to make it as legible and large as possible. She is reluctant to stagger the signs because she would rather have the information in one place.

Commissioner Niziolek suggested that Trails Rules be one sign and the rules on a separate sign beneath it in landscape form.

Commissioner Varty said she doesn't think anyone is going to read the sign because there are so many signs already. She said catching them at the trail heads is better because people won't see them as they

are moving. Mr. Shelby said that communications said the same thing.

Chair Stewart said he thinks they should make the sign as large as they can, with the largest print they can and potentially change the orientation of the sign to landscape. Mr. Shelby confirmed the commission would like to see a mockup of the landscape layout version of the sign with a size of 12 by 18, a larger font, and use as much of the brown space as they can to review at the April meeting.

9. PARKS AND RECREATION MANAGER UPDATE

9.1 Parks and Recreation Manager Update

Mr. Shelby presented his report.

10. ANNOUNCEMENTS

Commissioner Loidolt said that he is concerned that the City Council has started to direct a notion to use the Active Elk River project bonding that he and others did to get for the FT Center, softball fields, and lights at the PT Complex. He did a lot of door knocking for this. The bond will pay off early and so the council is thinking of using that money now for the remaining 15 years to build a fire station. He understands that it is needed but he doesn't think it should be coming from this Active Elk River money. He said he would like to have the Parks and Recreation Commission discuss this at a future meeting as a discussion item on the agenda.

11. MOTION TO ADJOURN

Moved by Commissioner Fermoye and seconded by Commissioner Goodwin to adjourn the Parks and Recreation Commission meeting at 7:33pm. Motion carried 7-0.

Hal Stewart, Chair



Jolene Richter, Deputy City Clerk



Request for Action

To
Parks and Recreation Commission

Item Number
6.1

Meeting Date
April 8, 2026

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Hillside Park - Jump Line

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested
Recommend, by motion, the construction of a jump line at Hillside Park.

Background/Discussion
Derek Burchill, the park steward at Hillside Park, is proposing the construction of a jump line at Hillside Park. The proposal is included for review.

Financial Impact
The city will provide fill dirt and MORC will provide funds for any additional needs.

Mission/Policy/Goal
Opportunity to live, work, and play.

- Attachments**
1. Hillside jump line proposal
 2. Hillside jumpline marked up map

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**Proposal to add a jump line in section 1
Hillside Mountain Bike Park – Elk River, MN
Minnesota Off-Road Cyclists**



To Whom it May Concern:

Minnesota Off-Road Cyclists would like to propose constructing a jump line in section 1 at Hillside Mountain Bike Park in Elk River, MN.

Why do we need the jump line?

The jump line will be added in addition to the skills area built 2 years ago in an effort to help riders improve their mountain biking skills. The jump line will be used by those who want to improve their jumping skills.

Who will build the new trail and how will it be built?

The current plan is to build the new trail with all volunteer labor. Currently there are 6 regular members of the trail crew plus others that join us occasionally. The Elk River and Rockford high school mountain bike teams that have also expressed interest in helping out with trail work. We would advertise the need for more volunteers. A lot of the work will be with hand tools but we will need to rent some equipment such as a mini excavator and mini skid steer to help in the construction.

What will the new trail look like?

See attached map. The jump line will start at the top of the small hill next to the parking lot and service road. A fairly straight trail will be constructed downhill parallel to the service road with a trail end tying into the service road which will be used as a return path so riders can loop the jump trail. Along the trail there will be a few jumps, probably 3-4. The idea is the rider will start heading south and gain speed coming off the hill so they have enough

speed to clear the first jump and every jump after that. Once done with the jumps, the trail will bring them to the service road where they can head back north to the start of the jump line again. The jump line is to be one-way traffic.

What is the timeline for the construction, and how will it impact park users during the construction phase?

We are hoping to start construction in the spring of 2026. Since it doesn't cross any existing trails it should not affect park users at all. I would guess we will have it completed by mid summer 2026.

Any environmental impacts?

In the process of construction we will be removing mostly scrub brush and buckthorn. The tree removal work the city has done the past couple winters has opened a nice path for the trail so there are no trees currently in the way.

What would we need from the city? Budgetary concerns?

We will need dirt for the actual jumps, we are hoping the city can supply us with black dirt that has some clay in it so it is compactable and will hold together. I would estimate 20-30 yards of black dirt will be needed. I am asking for equipment rental money in my 2026 MORC budget so the city does not need to carry the full load. I anticipate MORC will be able to cover all equipment rental fees.

Thank you for your consideration of this project, I hope to hear from you soon! Please let me know if there are any questions or concerns and I will be happy to address them.

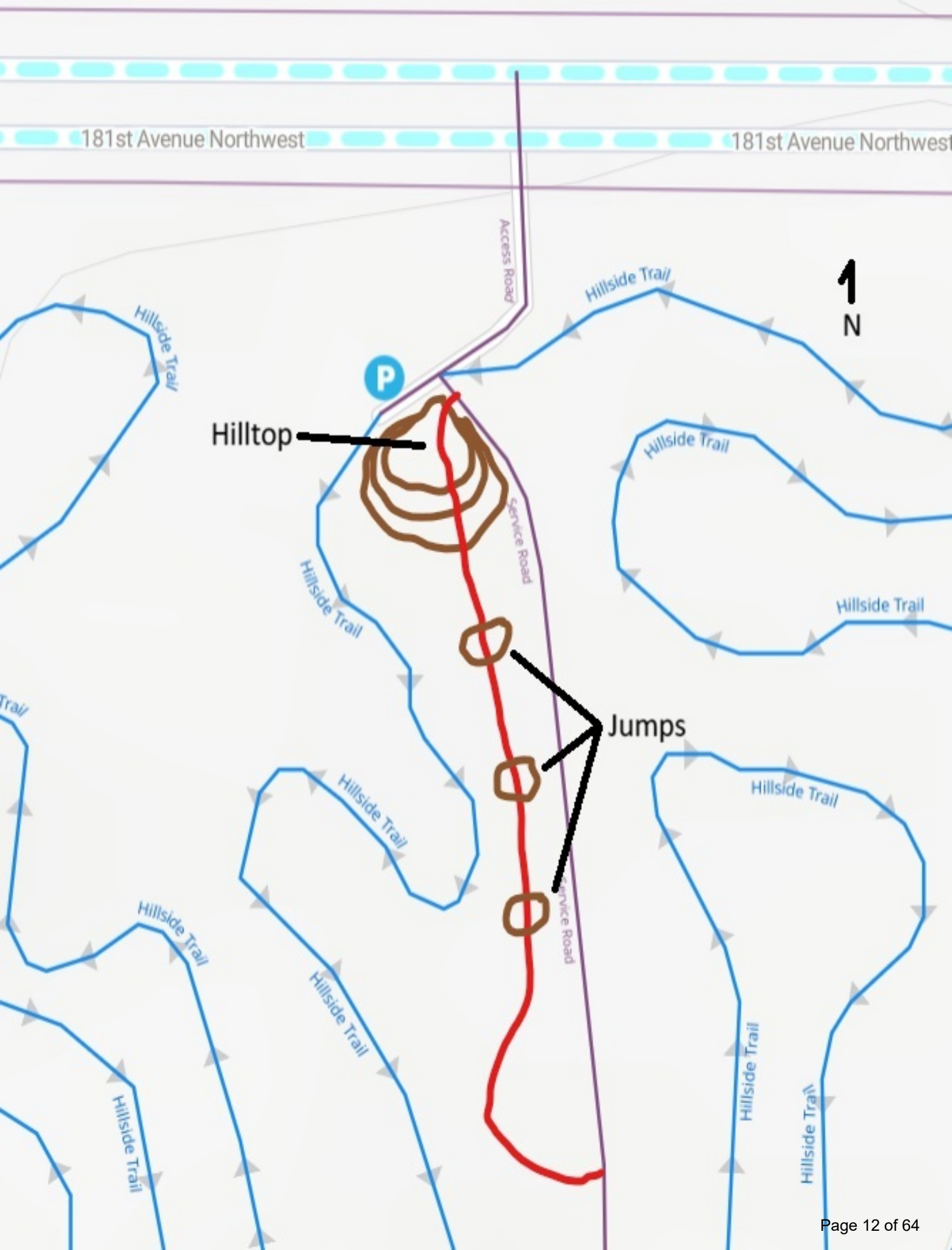
Derek Burchill

Hillside Mountain Bike Park Trail Steward

Minnesota Off-Road Cyclists (MORC)

Burchill.Derek@gmail.com

763-807-1000



181st Avenue Northwest

181st Avenue Northwest

1
N

Hilltop

Jumps



Request for Action

To
Parks and Recreation Commission

Item Number
6.2

Meeting Date
April 8, 2026

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Hillside Park - Pump Track

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested
Recommend, by motion, the construction of a pump track at Hillside Park.

Background/Discussion
Derek Burchill, the park steward at Hillside Park, is proposing the construction of a pump track at Hillside Park. The proposal is included for review.

Financial Impact
The city will provide fill dirt and MORC will provide funds for any additional needs.

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

- Attachments**
1. Hillside pump track proposal
 2. Pump track location
 3. Pump track layout
 4. Pump track pictures

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Proposal to add a pump track
Hillside Mountain Bike Park – Elk River, MN
Minnesota Off-Road Cyclists



To Whom it May Concern:

Minnesota Off-Road Cyclists would like to propose constructing a pump track in the south prairie at Hillside Mountain Bike Park in Elk River, MN.

What is a pump track and why do we need one?

A pump track is a closed loop and can be a variety of shapes and sizes. It contains rollers (like small hills) along it's length that are spaced so that riders can pump their bike using their legs and arms and gain speed without pedaling. They often contain small jumps and berms in the corners. See attached pictures.

The pump track will be added in addition to the skills area built 2 years ago in an effort to help riders improve their mountain biking skills. The pump track will be used by those who want to improve their pumping, jumping and berm skills.

Who will build the new pump track and how will it be built?

The current plan is to build the pump track with all volunteer labor. Currently there are 6 regular members of the trail crew plus others that join us occasionally. The Elk River and Rockford high school mountain bike teams that have also expressed interest in helping out with trail work. We would advertise the need for more volunteers. A lot of the work will be with hand tools but we will need to rent some equipment such as a skid steer to help in the construction.

What will the new trail look like?

See attached map for location. We have a fairly large area to work with next to the container where the rock pile currently is. The rock pile will be moved and mostly used up in the contruction of the section 3 reroute project. The area is mostly flat with a slight slope for drainage, perfect for a pump track. There is a large tree there that I'm hoping to use to

shade part of the track and possibly some picnic tables. The location should not interfere with the area used to pile snow in the winter.

What is the timeline for the construction, and how will it impact park users during the construction phase?

We are hoping to start construction in the spring of 2026. Depending on volunteer turnout, the availability of dirt and equipment rentals, I'm projecting to finish it by mid summer 2026. The construction of the pump track will not affect the existing trail at all so park user impact will be low.

Any environmental impacts?

In the process of construction we will be removing the rock pile and scraping off the organic material to build the track. Other than that there should be no environmental impacts.

What would we need from the city? Budgetary concerns?

We will need dirt for the construction, I'm hoping for black dirt with a high clay content so it hold together. We would need about 50-60 yards of dirt, the dirt that has been supplied by the city in the recent past would work great I think. It would also be great to get a couple new picnic tables for the area. I am asking for equipment rental in my 2026 MORC budget so the city does not need to carry the full load. I anticipate MORC will be able to cover all equipment rental fees.

Thank you for your consideration of this project, I hope to hear from you soon! Please let me know if there are any questions or concerns and I will be happy to address them.

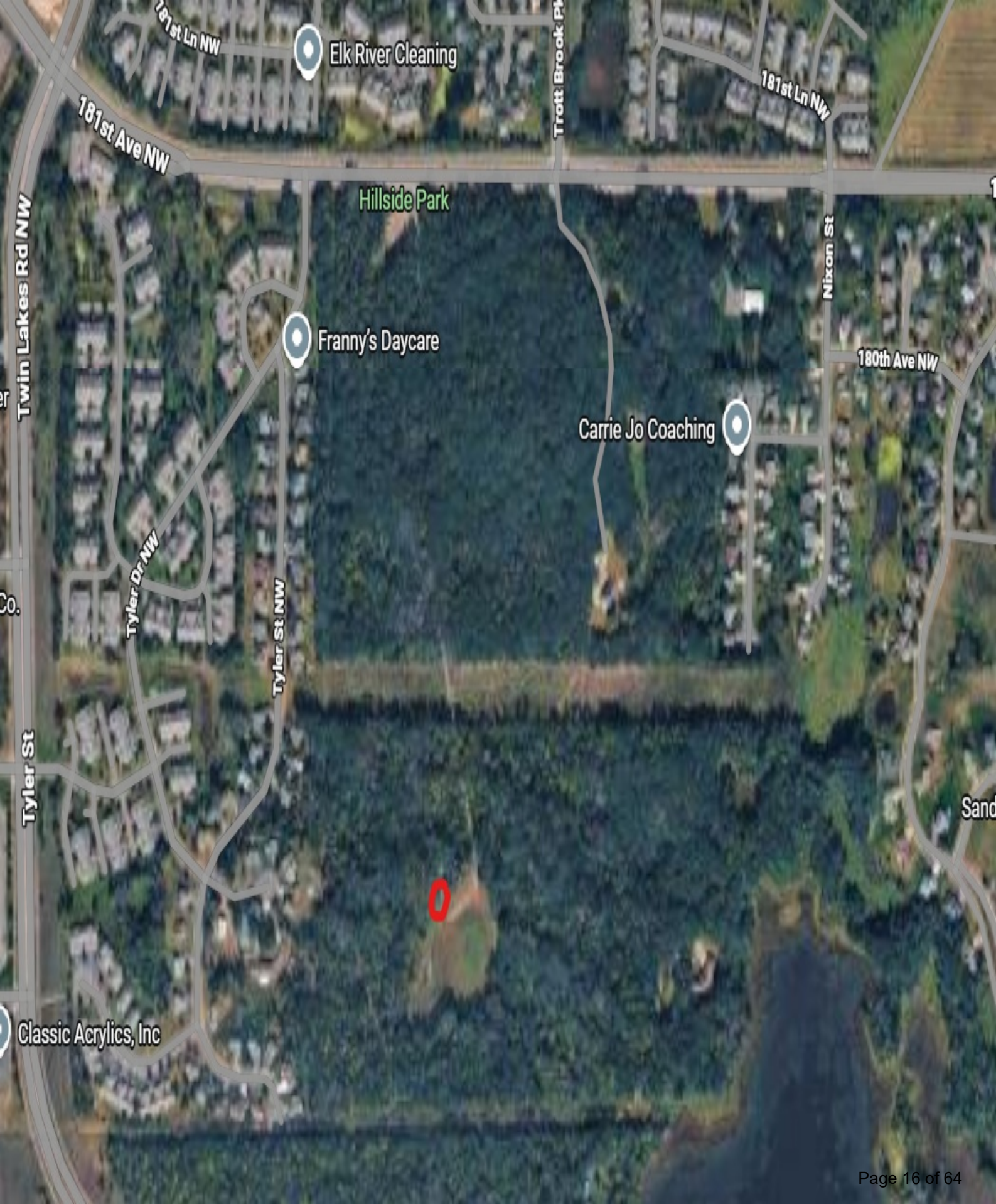
Derek Burchill

Hillside Mountain Bike Park Trail Steward

Minnesota Off-Road Cyclists (MORC)

Burchill.Derek@gmail.com

763-807-1000



Elk River Cleaning

Hillside Park

Franny's Daycare

Carrie Jo Coaching

O

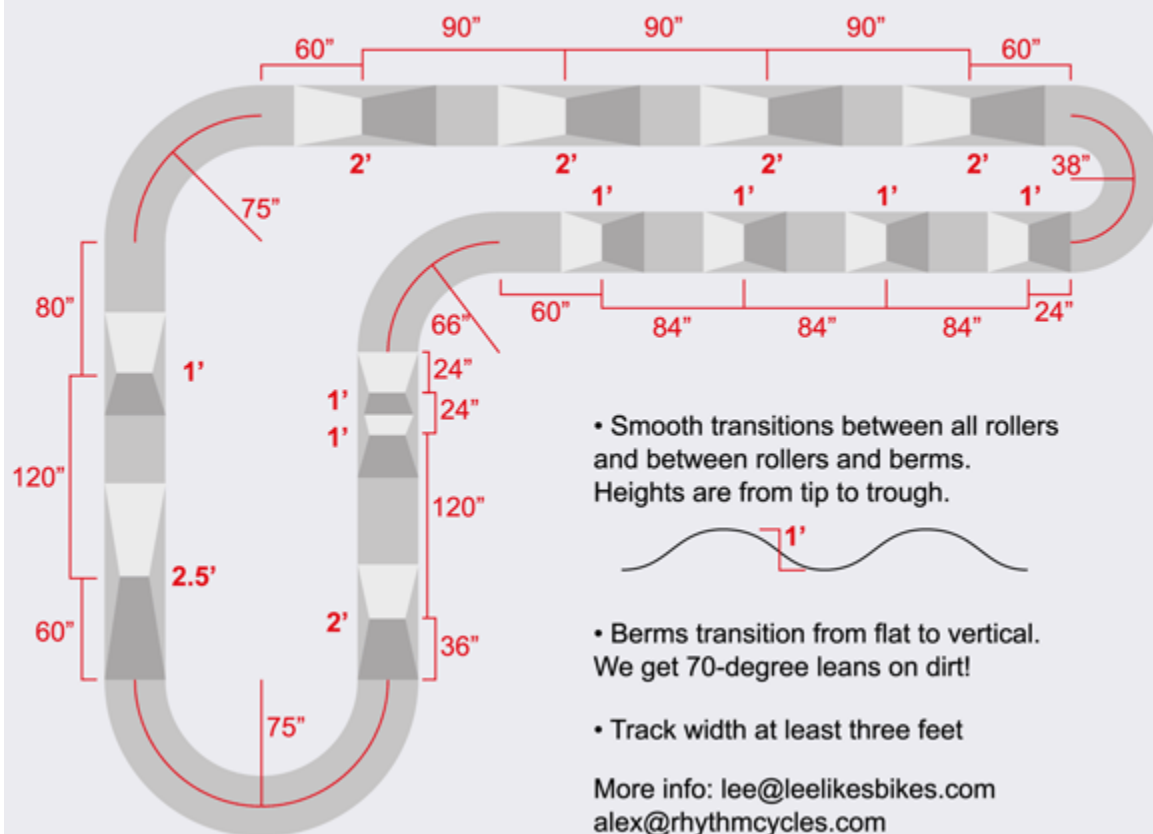
Classic Acrylics, Inc







The Fix/Rhythm Cycles pump track
Lee McCormack • 03/07/25





Request for Action

To
Parks and Recreation Commission

Item Number
6.3

Meeting Date
April 8, 2026

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Woodland Trails Equipment Request

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested

Recommend, by motion, that the City Council approve the purchase of a new trail grooming tool using the Park Maintenance budget in the General Fund for 2027.

Background/Discussion

Woodland Trails Regional Park Volunteer Dave Kallemeyn is requesting the purchase of a Ginzu Groomer to assist with the grooming of the winter trails at the park. The purchase is requested to be in 2027 for the 2027/2028 winter season.

Financial Impact

An estimated \$13,000 from the Park Maintenance budget in the 2027 General Fund.

Mission/Policy/Goal

Work with citizens to achieve goals.

Attachments

- I. Woodland Trails Equipment Request

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Woodland Trails Regional Park

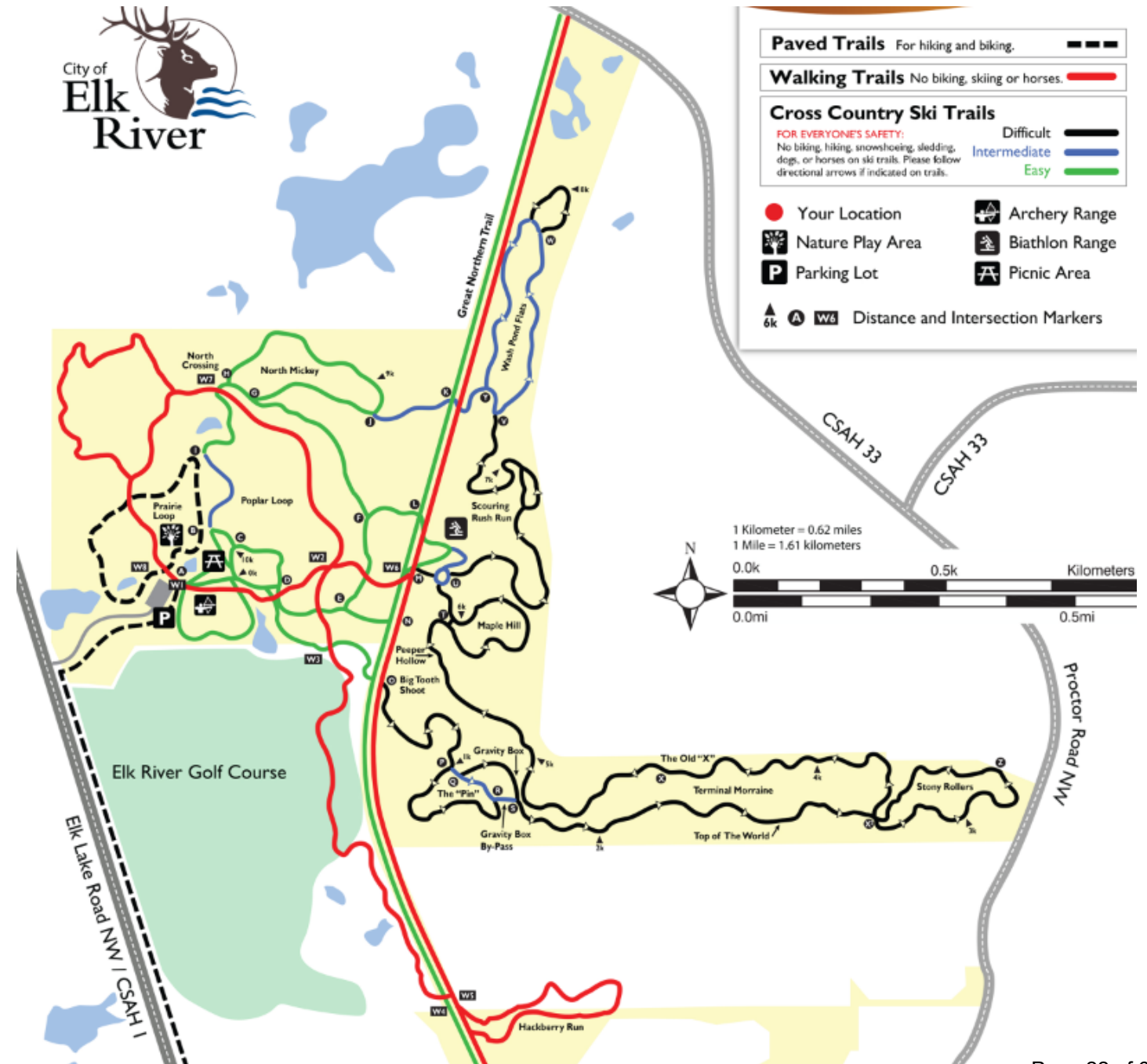
Trail grooming equipment request

Dave Kallemeyn

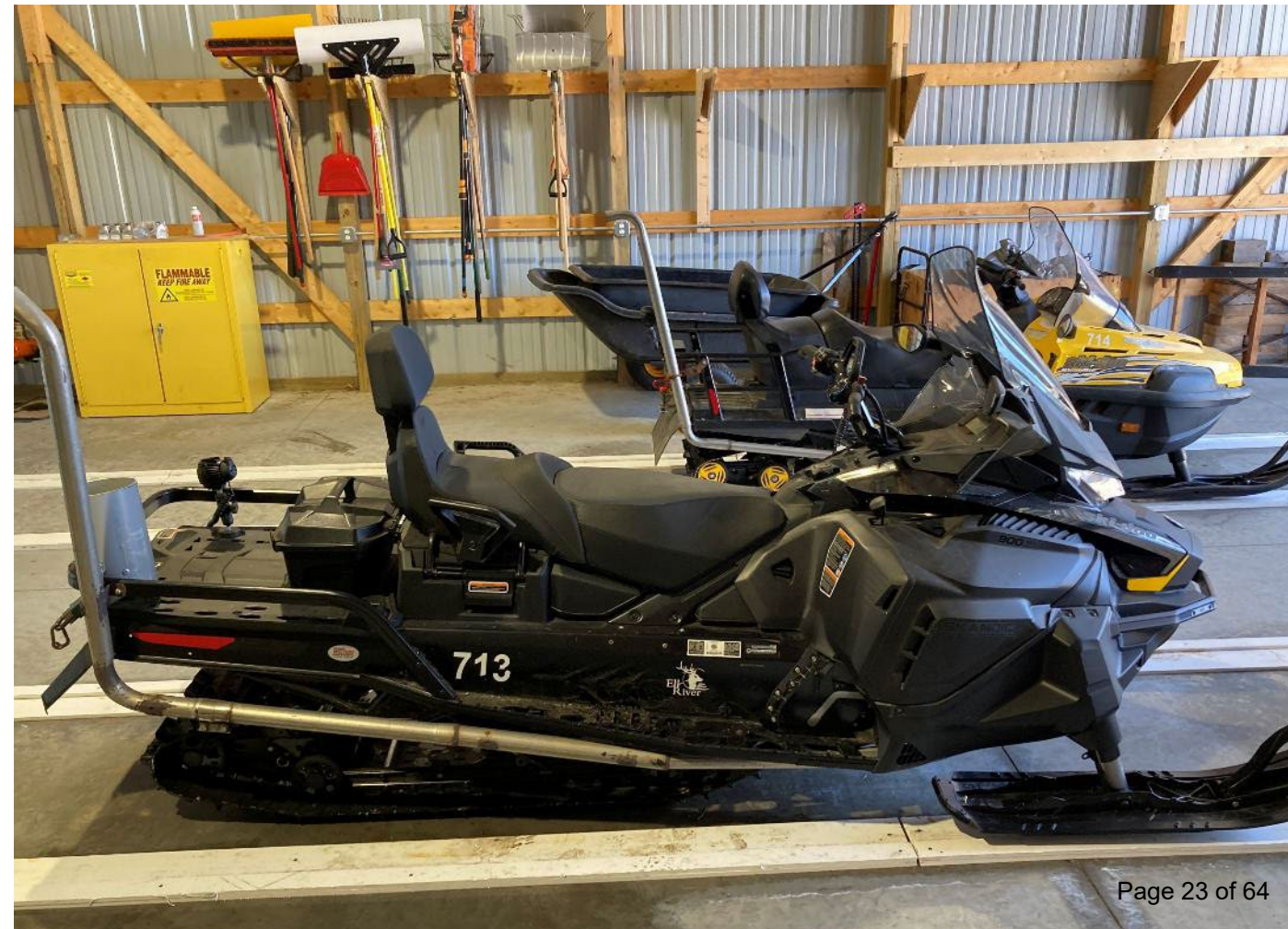


Winter Trail Grooming

- 15 Kilometers ski trails. Groomed for Skate and Classic technique
- 5 Kilometers walking trails
- For park patrons, Skiing and walking distances each take about 90 minutes.
- Grooming skate ski and walking trails are both done at 8-15 MPH. Grooming the entire system takes 2-2 ½ hours with 2 groomers
- All trails are groomed as needed, usually 3-5 times a week
- Starts with snow. Usually early-mid December ends mid March
- City provides snowmobiles and fuel
- Volunteer groomers
- Grooming is done at times which will produce best trail conditions.
- Sometimes multiple grooming runs during big snow events.
- Also prefer to groom during low usage hours

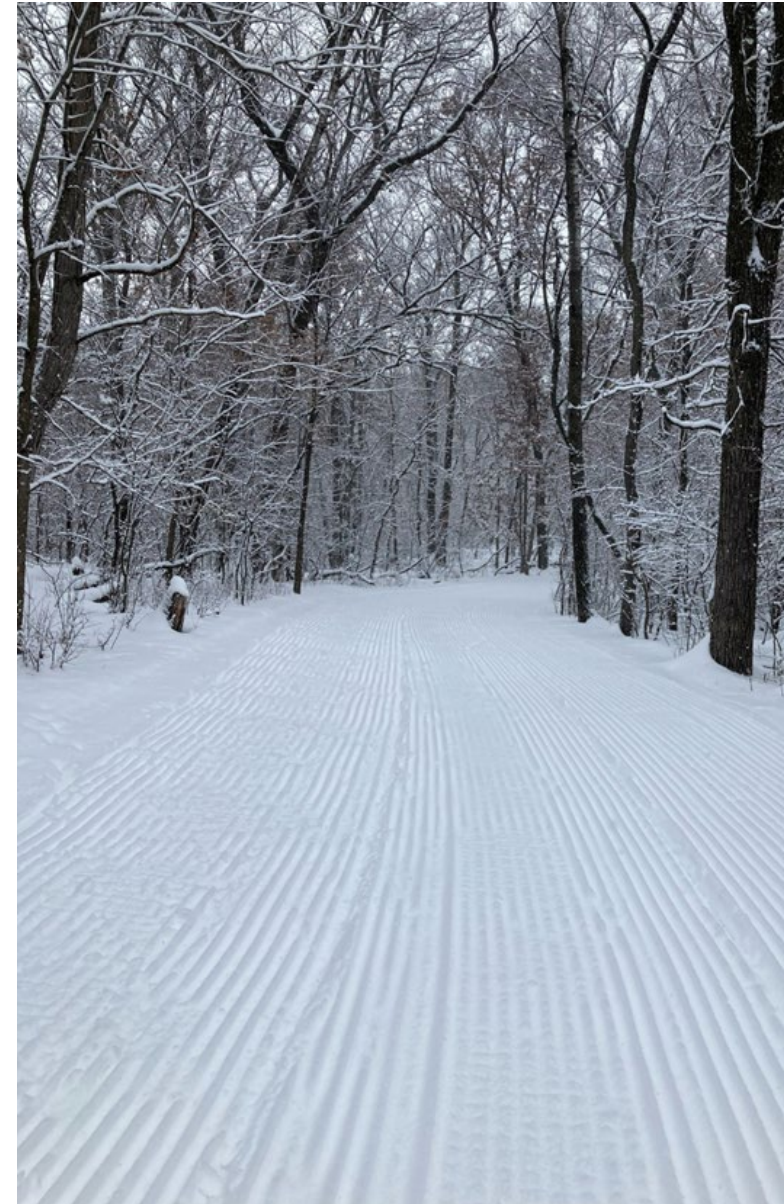


Woodland's equipment shed and grooming snowmobiles



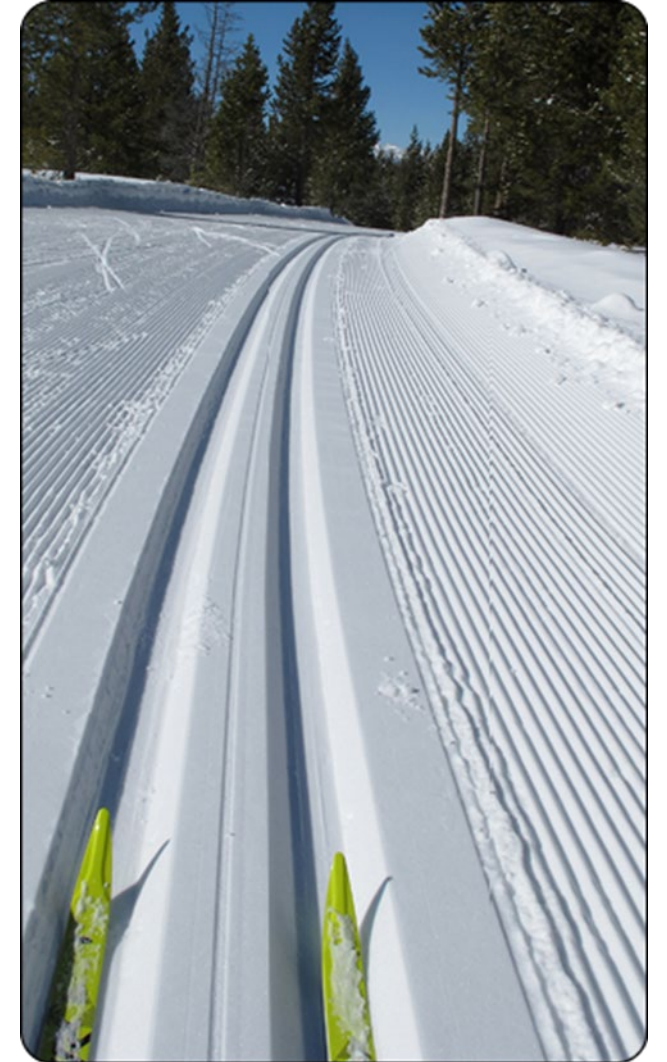
Our current equipment is inadequate for icy trails

- Rollers work on deep snow and new snow
- Screens work on packed granular snow
- Also used on walking trails
- Warm snaps and or freezing rain glaze trails. Currently no good solution.
- Wait for more snow



Our current equipment is inadequate for icy trails

Track setter for classic skiing



Requesting purchase of Ginzu Groomer

Ginzu groomer, track setter & 2 snowmobile modification parts kits	\$11,045
Shipping	\$500
Contingency 15%	\$1,730
Budgetary total	\$13,275

- Budgetary quote from Yellowstone Track Systems received 3-25-2026
- To be used with 2 existing snowmobiles
- Asking for inclusion in 2027 Parks Budget.
- Begin use winter 2027/2028



Midwinter weekend at Woodlands



Thanks for your attention

Q & A



APPENDIX

Detailed quote YTS Ginzu Groomer Page 1



Yellowstone Track Systems, LLC

Yellowstone Track Systems, LLC
PO Box 7377
Sheridan, WY 82801
Phone: (833) 455-5777
Email: sales@yellowstonetrack.com

Estimate

Order #	Date
513408	03/25/2026

Bill To:

WOODLANDS REGIONAL PARK
20135 Elk Lake Rd NW
Elk River, MN 55330
Email: msrathbun17@gmail.com

Ship To:

WOODLANDS REGIONAL PARK
20135 Elk Lake Rd NW
Elk River, MN 55330

Contact: WOODLANDS REGIONAL PARK

Customer: WOODLANDS REGIONAL PARK

Sales Rep	Payment Terms	FOB Point	Carrier	Date Scheduled	PO#
Mark	FOB Sheridan WY	Origin	AAA Cooper	03/25/2026	

Item #	Type	Number	Description	Unit Price	Qty Ordered	Total Price
1	Sale	GZ84	84" GINZUGROOMER with pintle hitch. Wiring kit is not included.	\$6,200.00	1 ea	\$6,200.00
2	Sale	GINZUTRACK Assembly	GINZUGROOMER TRACKSETTER w/pan, actuator, and mounting arm	\$2,000.00	1 ea	\$2,000.00
3	Sale	GZ Wiring Kit	RV Jack (mounts on drawbar), 8' of 14/2 rubber coated wire, 4 ring terminals, and two Delphi Female waterproof connectors	\$45.00	1 ea	\$45.00
4	Sale	Tow Vehicle Wiring Kit	For wiring a snowmobile, ATV, or UTV to work with a Ginzugroomer. Includes 12' 14/4 wire, RV plug, 4 ring terminals, and two switches with toggles	\$65.00	2 ea	\$130.00
5	Sale	GNH Assembly without plate	GOOSENECK HITCH FOR SNOWMOBILE. Hitch plate is ordered separately	\$600.00	1 ea	\$600.00
6	Sale	GNH Hitch Plate E - Skidoo SWT	Hitch plate for 2020+ Skidoo SWT - Skandic and Expedition - Recommend installing on top of the existing Linq plate on the cargo deck. Instructions available.	\$185.00	2 ea	\$370.00
7	Sale	GATHER Pair	SNOW GATHERER FOR GINZUGROOMER	\$800.00	1 pr	\$800.00
8	Sale	WHEELKIT Assembly	GINZUGROOMER WHEEL KIT	\$750.00	1 ea	\$750.00
9	Sale	GZ84 Pallet Kit - wrapped	Includes complete wrapping with opaque stretch wrap	\$150.00	1 ea	\$150.00
10	Subtotal		Subtotal			\$11,045.00
11	Shipping	Shipping	to park or residence	\$500.00	1 ea	\$500.00
12	Shipping	Shipping	to freight accepting address	\$350.00	1 ea	\$350.00

Detailed quote YTS Ginzu Groomer Page 2



Yellowstone Track Systems, LLC

Yellowstone Track Systems, LLC

PO Box 7377

Sheridan, WY 82801

Phone: (833) 455-5777

Email: sales@yellowstonetrack.com

Estimate

Order #	Date
S13408	03/25/2026

Subtotal:	\$11,895.00
Sales Tax:	\$0.00
Total:	\$11,895.00
Paid:	\$0.00
Balance Due:	\$11,895.00

Note: the "Date Scheduled" is our best guess on when we ship the product. It is not a guaranteed ship date.

March 25, 2026, 10:52:51AM MDT

Page 2 of 2

Data from St. Cloud regional
Airport

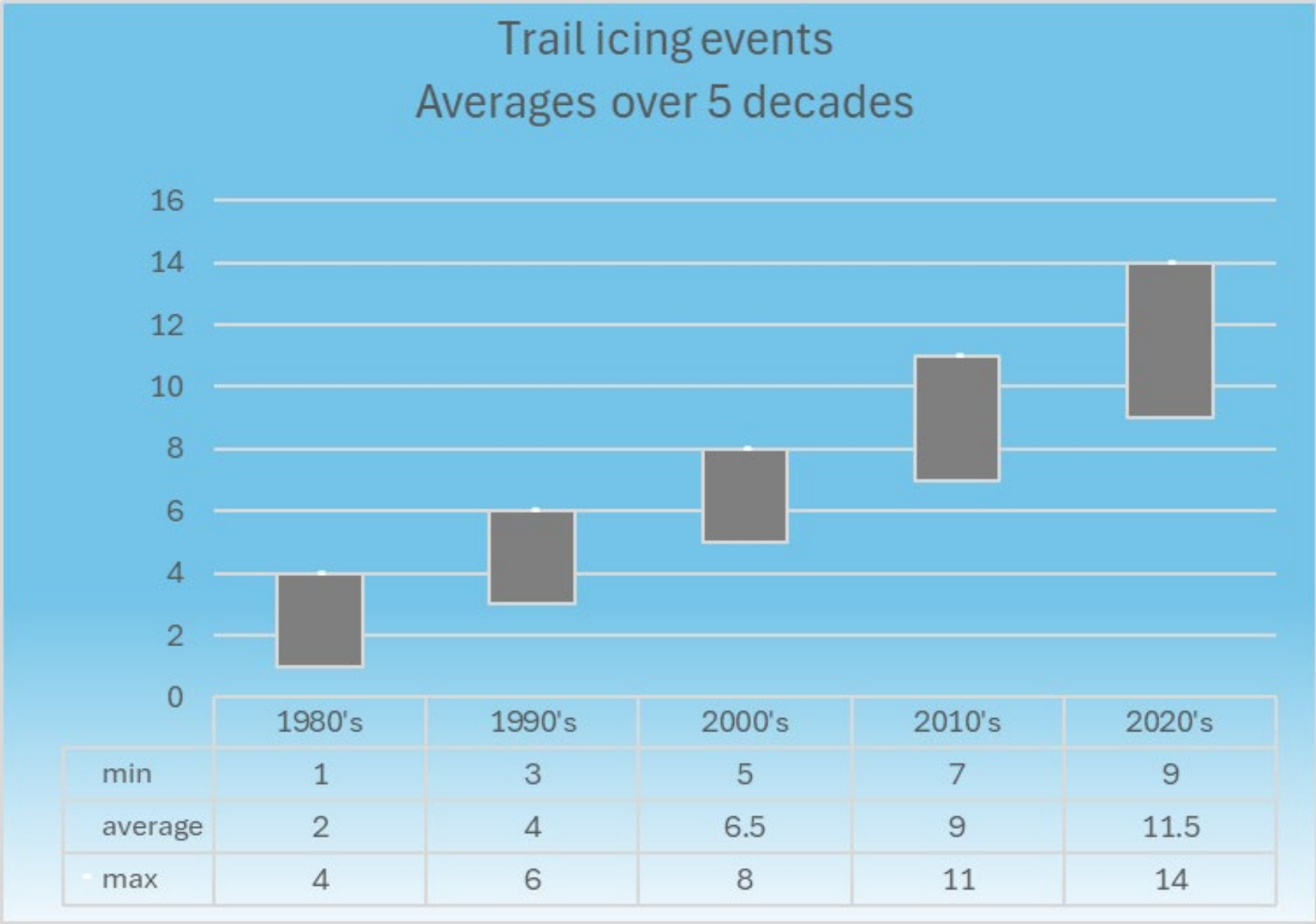
A trail icing event is:

Temp >32F for >24 hours

OR

Liquid precipitation rain,
drizzle, wintery mix >.1 inch

If both occur on same day
count as 1 event





Request for Action

To
Parks and Recreation Commission

Item Number
6.4

Meeting Date
April 8, 2026

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

Item Description
Farmers Market Coloring Contest Vote

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested
Approve, by motion, the winner of the 2026 Farmers Market Coloring Contest.

Background/Discussion
We had 26 entries submitted for the annual Farmers Market Coloring Contest. The winning design will be printed on the yearly tote bag to be given away on opening day.

Financial Impact
None.

Mission/Policy/Goal
Opportunity to live, work, and play.

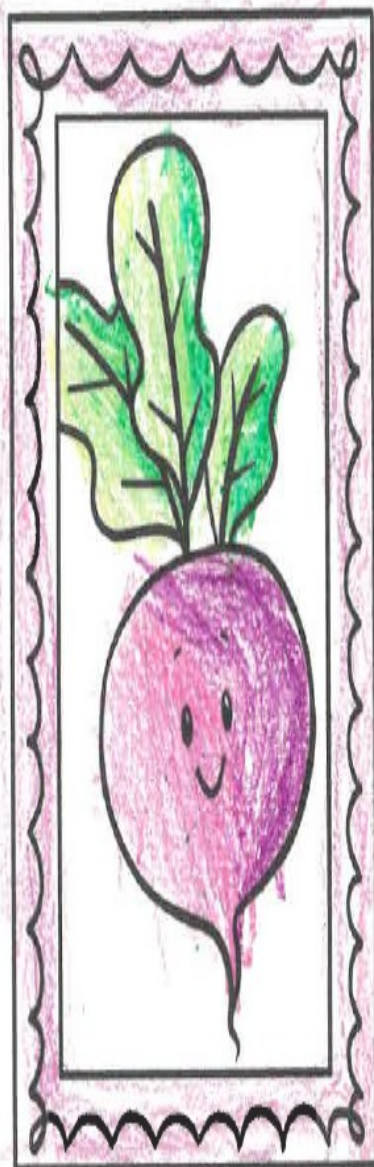
Attachments
1. A
2. B
3. C

The Elk River Vision

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NOTHING BEETS the FARMERS MARKET

ELK RIVER, MINNESOTA

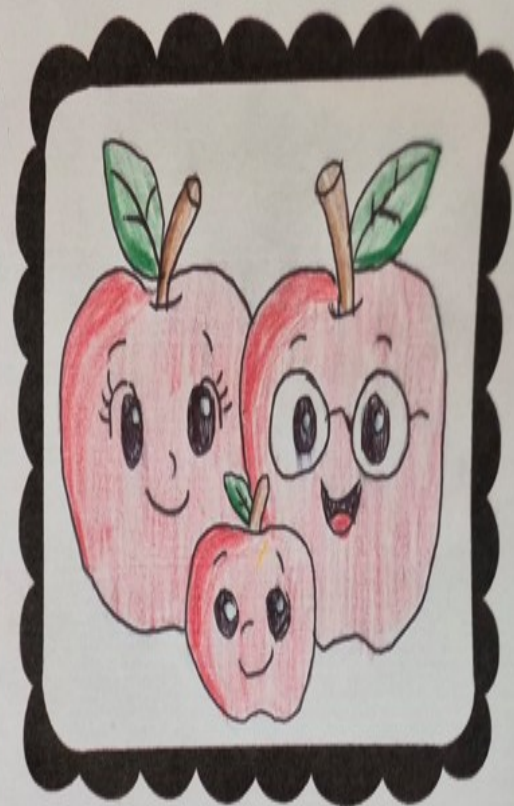
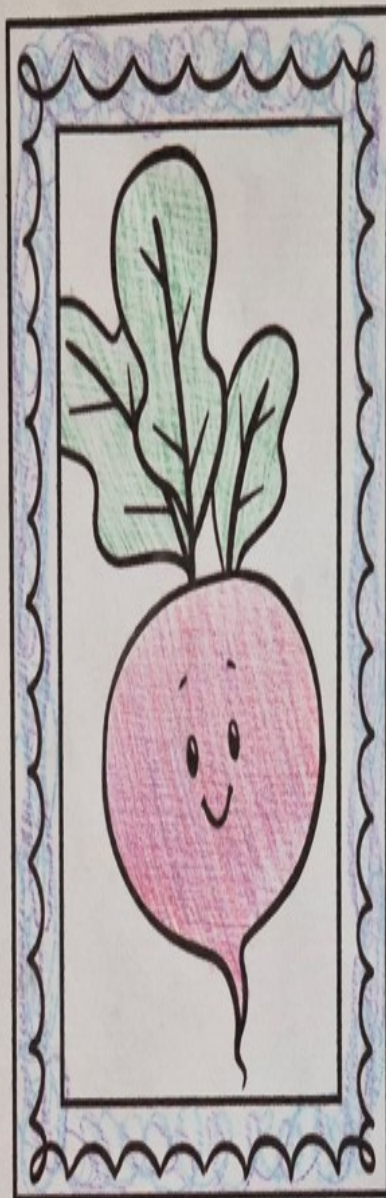


NOTHING BEETS

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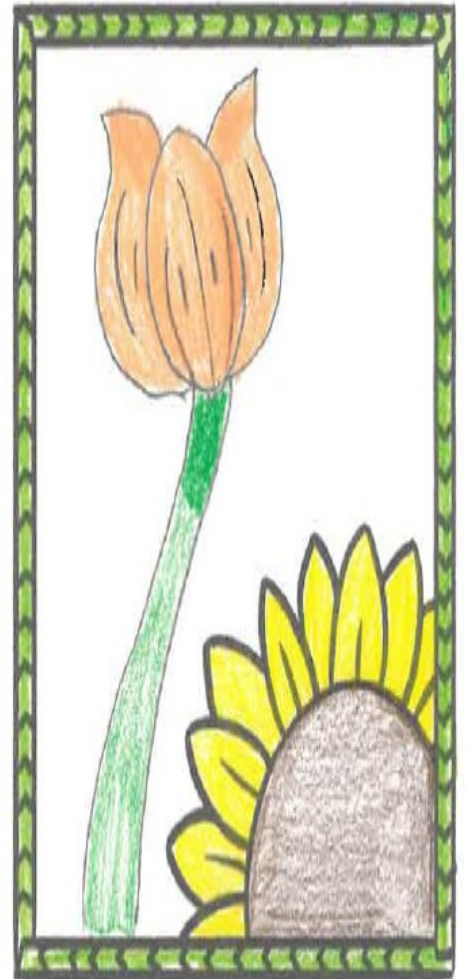
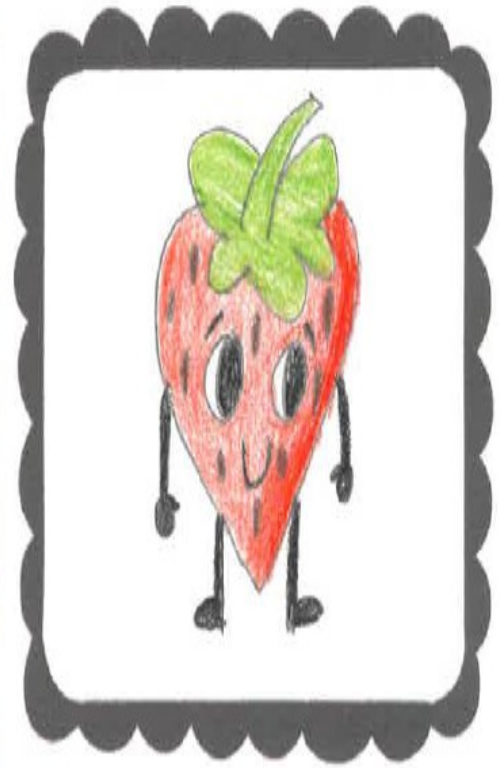
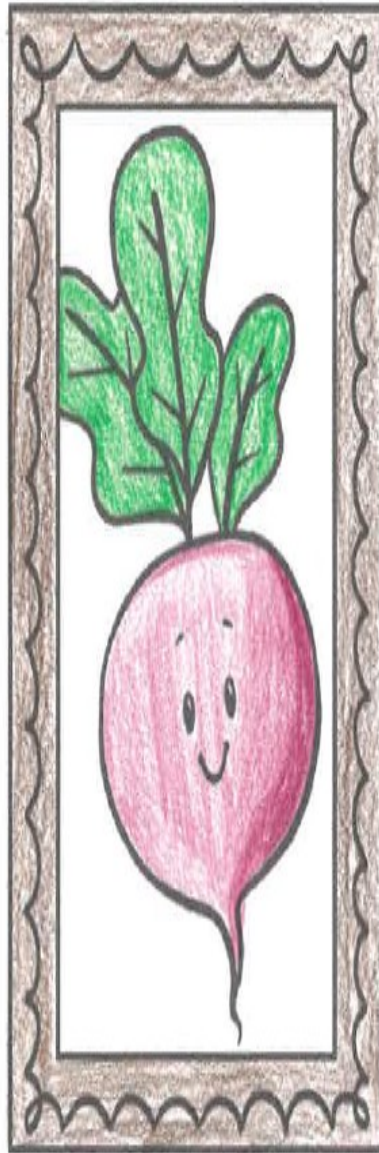
FARMERS MARKET

ELK RIVER, MINNESOTA



NOTHING BEETS the FARMERS MARKET

ELK RIVER, MINNESOTA





Request for Action

To
Parks and Recreation Commission

Item Number
6.5

Meeting Date
April 8, 2026

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Vikings Youth Football Camp

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested

Recommend, by motion, that the City Council approve the facilities agreement with the Minnesota Vikings to hold a one-day youth clinic for residents.

Background/Discussion

Parks and Recreation has partnered with the Minnesota Vikings to hold a one-day youth clinic for residents on July 14. This is a non-contact clinic for boys and girls of all skill levels, ages 6-14. It is free to attend and will be held at Oak Knoll Athletic Complex.

Financial Impact
None.

Mission/Policy/Goal
Opportunity to live, work, and play.

Attachments

- I. 2026-07-14 - Facility Agreement - City of Elk River

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

Strictly Confidential

March 17, 2026

City of Elk River
Attn: Warren Ellingworth
999 Proctor Ave NW
Elk River, MN 55330

Re: Minnesota Vikings Youth Football Camp

This facilities agreement (“**Agreement**”) confirms the mutual agreement between Minnesota Vikings Football, LLC (“**Vikings**”) and the City of Elk River (“**City**”) for the use of the Oak Knoll Athletic Complex located at 999 Proctor Ave NW, Elk River, MN 55330 (the “**Facility**”) during the Vikings Youth Football Camp on July 14, 2026, from approximately 10:00AM – 12:30PM CT (the “**Event**”). Vikings will require access to the Facility starting at 8:00AM on the day of the Event to complete setup. City acknowledges and agrees that Vikings may formally terminate this Agreement at any time prior to the Event without any liability or obligation.

City represents and warrants that (i) it has the full right and authority to enter into this Agreement, (ii) that no other permission or consent to do so is necessary, (iii) this Agreement does not create a conflict with any other agreements or relationships entered into by City with other third parties at the time of entering into this Agreement and thereafter, (iv) City shall comply with all applicable city, county, state, and federal guidelines, regulations, laws and procedures, and (v) City has taken all steps necessary to obtain any necessary permissions, certifications, licenses, endorsements, or approvals required from any and all entities that govern facility use as required to provide use of the Facility.

The parties agree that Vikings shall have the right to use the Facility for the Event at no cost. However, notwithstanding the foregoing, Vikings agree to reimburse City up to Four Hundred Dollars (\$400) for City’s procurement of portable restrooms for the Event. Vikings shall reimburse City within thirty (30) days of completion of the Event and receipt of an approved invoice.

City shall be fully responsible for any and all damage, illness or injury caused to City or City’s property, unless such damage is caused by the gross negligence or willful misconduct of Vikings. Further, City shall be fully responsible for any and all damage, illness or injury caused to any person or property related to City’s acts or omissions or the Event. City shall indemnify, defend, and hold harmless Vikings, the National Football League and its member professional football clubs, and each of their respective affiliates, owners, members, officers, partners, directors, agents, invitees and employees (collectively, the “**Indemnified Parties**”) from and against all claims, damages, actions, judgments, suits, losses, fines, penalties, demands, costs, expenses, and liability whatsoever, including attorneys’ fees, expert fees and court costs (collectively, the “**Losses**”), and all expenses incidental to such Losses, based upon, arising out of, or in any way related to (i) the Facility; (ii) any act, error, or omission by City or anyone acting under its direction or control or on its behalf; (iii) damage to property or injuries to persons or other tortious acts caused or contributed to by City or anyone acting under its direction or control or on its behalf; or (iv) any breach of this Agreement by City.

Vikings shall indemnify, defend, and hold harmless City from and against any and all Losses based upon, arising out of, or in any way related to (i) Vikings’ gross negligence or willful misconduct; (ii) damage to property or injuries to persons or other tortious acts solely and directly caused by Vikings; or (iii) any breach of this Agreement by Vikings.

City shall provide and maintain in full force and effect, at its own expense, the following policies of insurance written by insurance companies qualified to do business in the State of Minnesota and the states where Services are provided, with an A.M. Best Company rating of A–IX or better: (i) Commercial General Liability insuring against loss or damage of any kind, type or nature, including bodily injury or death, with limits not less than \$1,000,000 each occurrence and \$3,000,000 aggregate; (ii) Workers’ Compensation in compliance with the

statutory requirements of the state of operation, and Employer's Liability with limits not less than \$1,000,000 each accident, \$1,000,000 disease- each employee and \$1,000,000 disease-policy limit; and (iii) Umbrella/Excess Liability with limits not less than \$1,000,000 each occurrence to apply in excess of the Commercial General Liability and Employer's Liability policy limits.

All such insurance and policies required above shall be primary and non-contributory and provide that the coverage may not be canceled unless thirty (30) days prior written notice is furnished to the Vikings. Each policy (excluding Workers' Compensation) shall include the Indemnified Parties as Additional Insureds, and all policies in (i) – (iii) above shall include a waiver of subrogation in favor of the Indemnified Parties. The insurance requirements set forth above shall not be construed as a limitation of any potential liability, and City shall remain solely and fully liable for the full amount of any loss or damage not compensated by insurance. City shall provide the Vikings with certificates of insurance evidencing the requirements set forth above. Vikings' approval or acceptance of a certificate of insurance does not constitute assumption of responsibility for the validity of any insurance policy nor does the Vikings represent that the required coverages and limits are adequate to protect City's interest, and the Vikings assume no liability therefore.

Vikings will not be liable to City for failure or delay in performing its obligations under this Agreement where such failure by the Vikings is due, in whole or in part, to war or the effects of war, terrorism, blockade, revolution, insurrection, civil commotion, riot, mobilization, strike, labor trouble, work stoppage, lockout, act of God, weather conditions, decisions of the NFL, plague, pandemic, epidemic, virus or disease outbreak and/or actual or anticipated public health crises, fire, flood, acts of government or the public enemy, any labor, material, or transportation shortage or curtailment, governmental regulation, or to any other similar or dissimilar cause or causes beyond the control of, or without the fault or negligence of, the Vikings, and all whether foreseeable or unforeseeable. In the case of a force majeure event, Vikings may cancel or modify this Agreement without liability, upon written notification to City. For clarity, a Vikings business decision to modify or not host the Event in response to any such force majeure event is considered a force majeure event.

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota without giving effect to principles of conflict of laws. If any portion of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall continue to be valid and enforceable to the fullest extent permitted by law. The parties acknowledge neither party has, or shall be deemed to have, the authority to bind the other party without the other party's express written consent. City shall look only to the assets of Vikings, a limited liability company, and not to the assets of any member or other person, including without limitation Vikings' partners and owners, for the satisfaction of any obligation or debt under this Agreement. After the Event, all obligations relating to indemnification and liability, or which by implication were intended to continue, shall survive until fulfilled. This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which taken together shall constitute one single agreement. Faxed, electronic, and scanned signatures will be deemed acceptable to the same extent as an original.

Agreed and acknowledged:

CITY OF ELK RIVER

MINNESOTA VIKINGS FOOTBALL, LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



Request for Action

To
Parks and Recreation Commission

Item Number
6.6

Meeting Date
April 8, 2026

Prepared By
Jeff Shelby, Recreation Manager

Item Description
GNT Trailhead and Trailside Amenities Agreement

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested

Recommend, by motion, that the City Council approve the Joint Powers Agreement between Sherburne County, the City of Elk River, and the City of Zimmerman for design of a trailhead and amenities along the Great Northern Regional Trail.

Background/Discussion

The city has worked with Sherburne County and the City of Zimmerman on the trailhead facility and amenities design over the last two years. The next step in the project is to formalize the working agreement.

Financial Impact

Under the joint agreement, the city's responsibility will be 17.58% of the accrued costs. Funds will be deducted from the Park Dedication Fund.

Mission/Policy/Goal

Improve citizen quality of life. Responsible for every dollar - good stewards.

Attachments

- I. GNRT Trailhead and Amenities Design JPA

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**JOINT POWERS AGREEMENT
BETWEEN SHERBURNE COUNTY, THE CITY OF ELK RIVER AND
CITY OF ZIMMERMAN
FOR DESIGN OF TRAILHEAD AND AMENITIES ALONG THE GREAT NORTHERN
REGIONAL TRAIL**

THIS AGREEMENT is made and entered into this ____ day of _____, 2026, (the "Effective Date") by and between the County of Sherburne ("SC"), a political subdivision of the State of Minnesota, 13880 Business Center Drive NW, Elk River, Minnesota 55330, (the "County"), The City of Elk River ("ER"), 13065 Orono Parkway Elk River, MN 55330, and the City of Zimmerman ("CZ"), 12980 Fremont Ave, Zimmerman, MN 55398

WHEREAS, the Parties intend to work with a consulting landscape architecture firm to design a trailhead facility and trailside amenities for the Great Northern Regional Trail between the Cities of Elk River and Zimmerman.

WHEREAS, the alignment goes through Sherburne County, City of Elk River and the City of Zimmerman jurisdictions; and

WHEREAS, the Parties agree that cooperating in the trailhead and amenities design and funding for the scope is in the best interest of the public, and therefore enter into this Agreement to identify the responsibilities and obligations of each of the Parties; and

NOW, THEREFORE, in consideration of the premises and covenants contained herein and subject to the provisions of Minn. Stat. § 471.59, the Parties agree as follows:

1. Purpose. The Parties enter into this Agreement for the purpose of jointly designing the trail use supporting features of this project.
2. Term. Notwithstanding the date of the signatures of the Parties, the term of this Agreement shall commence on the Effective Date and, unless earlier terminated pursuant to this Agreement, shall terminate on the date that Project has been completed and all other obligations of this Agreement have been fulfilled.
3. Duties of the Parties.
 - 3.1. Solicitation and Award of Contract. SC will act as the lead agency in soliciting proposals and qualifications from firms for the alignment analysis.
 - 3.2. Preliminary Information and Review. When requested by SC or the selected Consultant, ER and the CZ shall provide relevant documentation to assist the Consultant in preparing the preliminary report and preparations for the community engagement presentations.

Each Party shall retain responsibility for reviewing and approving presentation materials and final analysis reports/drawings for segments within their respective jurisdictions.

3.3. Cost Participation. SC will be responsible for administering the contract with the selected Consultant, including making payments to the Consultant. The current estimated total cost for services of the selected consultant is \$39,958.79.

Each Party shall proportionally share costs based on the percent construction estimate nt within each jurisdictional boundary using the following percentages:

- Sherburne County 22.60%
- The City of Elk River 17.58%
- City of Zimmerman 59.82%

Upon completion of the Design and Construction Administration, ER and CZ shall reimburse SC for the proportional share of the final costs applicable to the percentages referenced above. Final costs will be based on actual expenses incurred by SC, as reflected in SC's payments to the Consultant for professional services associated with the alignment analysis. ER and CZ shall remit payment to SC within 30 days of receiving an itemized invoice.

4. General Provisions.

4.1 Entire Agreement; Amendments. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, documents and proposals, oral or written, between the parties with respect thereto. Any amendment or modification to this Agreement shall not be valid unless such amendment or modification (i) is in writing and signed by authorized representatives of both parties and (ii) references this Agreement.

4.2 Cooperation. The parties agree to cooperate in the use of resources, including available right-of-way to complete the project as a whole, to the extent feasible and to the extent permitted by law. The parties further agree to cooperate in the administration of the contract and completion of the project, including cooperating in resolving any disputes the parties may have with the contractor(s) both during the project and following completion of the project.

4.3 Notices. Any notices required or permitted to be given under this Agreement shall be delivered personally or sent by certified mail to the other party as follows:

To Sherburne County:	Andrew Witter Sherburne County Engineer Sherburne County Government Center 13880 Business Center Drive Elk River, MN 55330
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To the City of Elk River:	Jeff Shelby Parks & Recreation Manager Elk River Parks and Recreation 13065 Orono Parkway Elk River, MN 55330
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To the City of Zimmerman: Randy Piasecki
City Administrator
City of Zimmerman
12980 Fremont Ave
Zimmerman, MN 55398

4.4 Governing Law. This Agreement shall be governed by the laws of the State of Minnesota. For the purpose of resolving conflicts related to or arising out of this Agreement, the parties expressly agree that venue shall be exclusively in the State of Minnesota, County of Sherburne.

4.5 Disbursement of Funds. All funds disbursed by the County or Township pursuant to this Agreement shall be disbursed by each entity pursuant to the method provided by law.

4.6 Audit. The parties shall maintain complete and accurate records with respect to costs incurred and services performed under this Agreement for a period of at least six (6) years after the termination of this Agreement. Pursuant to Minn. Stat. § 16C.05, Subd. 5, each party shall allow the other party, the State Auditor, or their authorized representatives access to the books, records, documents, and accounting procedures and practices relevant to the subject matter of the Agreement, for purposes of audit.

4.7 Data Practices. All data created, collected, received, stored, used, maintained, or disseminated for any purpose in connection with this Agreement is governed by the Minnesota Data Practices Act, as well as other State and Federal rules and regulations relating to data privacy.

4.8 Termination. This Agreement may be terminated by either party at any time, with or without cause, upon not less than thirty (30) days written notice delivered by mail or in person to the other parties. If notice is delivered by mail, it shall be deemed to be received two days after mailing. Such termination shall not be effective with respect to any solicitation of bids or any purchases of services or goods which occurred prior to such notice of termination. Each Party shall pay its pro rata share of costs incurred prior to such notice of termination regardless of with Party initiates termination of agreement.

4.9 Liability. Each party will be solely responsible for its own acts and omissions and the results thereof, to the extent authorized by law. The parties mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement. Minnesota Statutes Chapter 466 and other applicable laws govern the parties' liability.

4.10 Severability. In the event that any portion of this Agreement shall be held to be invalid, such invalidity shall not affect the validity of the remainder of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement to be effective as of the Effective Date set forth above.

SHERBURNE COUNTY

CITY OF ELK RIVER

By: _____
County Board Chair

By: _____
Mayor

Attest: _____
County Administrator

Attest: _____
Deputy City Clerk

CITY OF ZIMMERMAN

By: _____
City Administrator

Attest: _____
City Clerk



Request for Action

To
Parks and Recreation Commission

Item Number
6.7

Meeting Date
April 8, 2026

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Trail Rules Signs - Ebikes

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested
Recommend, by motion, the installation of the trail rules signs along the Great Northern Trail.

Background/Discussion
The commission viewed a version of the trails rules sign last month and provided feedback. The size of the sign has been increased to 12" x 18" and some of the font sizes have been enlarged as requested.

Financial Impact
The cost to print the signs will be deducted from the Park Improvement Fund.

Mission/Policy/Goal
Meet changing needs - agile.

Attachments
I. Woodland Trails - Trail Rules Signage Update 2026

The Elk River Vision

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TRAIL RULES

- All wheeled devices **MUST YIELD** to pedestrians
- Users must stay to right, pass on left
- 20 MPH speed limit
- **PAVED TRAILS: NO motorized vehicles***
**Except for e-bikes, e-scooters, approved ADA mobility devices, and approved maintenance vehicles*
- **GRASS TRAILS: NO bikes or motorized vehicles**



Learn more at
ElkRiverMN.gov/WoodlandTrails
City Ordinance 76.03 & 76.04





Request for Action

To
Parks and Recreation Commission

Item Number
6.8

Meeting Date
April 8, 2026

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Parks and Recreation Framework Plan - Request for Proposal

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested

Recommend, by motion, the City Council approve the Parks and Recreation Framework Plan Request for Proposals (RFP).

Background/Discussion

The Parks and Recreation Department is looking to publish an RFP for the Parks and Recreation Framework Plan and it is included for review.

Financial Impact

The 2026 Capital Improvement Plan has \$100,000 budgeted for consultant assistance for the development of this plan.

Mission/Policy/Goal

Responsibly grow.

Attachments

- I. Elk_River Parks and Recreation Framework Plan - FINAL DRAFT

The Elk River Vision

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Request for Proposals

Consultant Services for the City of Elk River

Parks and Recreation Framework Plan

City of Elk River
13065 Orono Parkway
Elk River, MN 55330

Proposals Due: May 12, 2026

Statement of Purpose

The City of Elk River, Minnesota is soliciting proposals from qualified and experienced consulting firms to prepare a comprehensive Parks and Recreation Framework Plan. The previous plan that was developed in 2015 has largely reached its endpoint and the city is now looking toward the next decade. This plan will guide long-term development and management of Elk River's parks, trails, facilities, and recreation services.

General Information on the City of Elk River

Elk River is located approximately 34 miles northwest of Minneapolis/St. Paul and serves as a regional hub for commerce and recreation. The city spans approximately 44 square miles and has a population of approximately 28,000 residents. Elk River is known for its natural resources, including the Mississippi and Elk Rivers, and an expanding system of parks and trails. The city has quickly grown as a desirable community for families seeking suburban amenities that are rooted in Elk River's rural history.

Project Overview

The Framework Plan will establish a 10-year vision for the parks and recreation system, evaluate existing conditions, identify service gaps, and provide a clear and actionable implementation strategy aligned with community priorities and growth.

The Parks and Recreation Commission has established a tentative Table of Contents for the Framework Plan. There are areas within that Table of Contents that city staff will produce. The goal is to integrate that work with the work produced by the consultant.

Please note that the Parks and Recreation Commission changed the title of the project to a framework plan to better reflect current sensitivities to previous language. The intention is that the final work product will reflect what is commonly referred to as a Parks and Recreation Master Plan.

Scope of Services

The scope of services is built on the tentative Table of Contents recommended by the Parks and Recreation Commission. The consultant will engage with city staff, elected officials, and advisory boards to assist in the creation of the contents of the plan. City staff will be responsible for the compilation of the final document. The following items are requested of the consultant for the project:

A) Inventory and Assessment - Identification of gaps in service and accessibility to include, but not limited to:

- Level of Service Analysis (includes Needs and Trends Assessment)
- Public/Community Engagement to Identify Community Goals
 - As part of the outreach process, the consultant will be required to provide inclusive engagement strategies as well as attend the following events (for no less than three (3) hours for any event that extends beyond three (3) hours) to ensure essential input is gathered from stakeholders:
 - 1) Farmers Market – July 16, 2026 – 3 p.m. to 7p.m.
 - 2) Elk Riverfest – July 25, 2026 – 10 a.m. to 4 p.m.
 - 3) Riverfront Concert Series – August 6, 2026 – 7 p.m. to 9 p.m.
 - 4) Orono Evening in the Park – August 18, 2026 – 6:30 p.m. to 9 p.m.
 - 5) Downtown Trick or Treat – October 23, 2026 – 2 p.m. to 6 p.m.
 - 6) Public Open House – Date To Be Determined
 - Additional optional engagement opportunities:
 - 1) Entertainment in the Park – June 18, 2026
 - 2) Elk River Youth Association House Baseball Tournament – June 27, 2026
 - 3) Night to Unite – August 4, 2026
 - 4) Elk River Youth Softball Game Day – Date To Be Determined
 - 5) Senior Membership Drive – December 2026 – Date To Be Determined

B) System Plan - As part of the system plan, the consultant should provide recommendations for system improvements and identification of future needs in the following areas:

- Arts and Culture Programming
- Natural Resources
- Risk Management
- Park Usage
- Marketing

C) Implementation and Sustainability - The consultant should prioritize identified projects with a phased implementation strategy including cost estimates and funding opportunities in the following areas:

- Maintenance and Operations Strategy
- Capital Improvement Plan, Operations, and Maintenance Costs
- Identification of Future Needs
- Funding Options and Sources
- Implementation Recommendations
- Timeline

Deliverables

Coordinate with city staff and advisory boards to produce framework plan documents, digital files compatible with city systems, and engagement tools. City staff will be responsible for the compilation of the final document.

Proposal Requirements

Complete proposals should contain the following:

1. Cover Letter
2. Stated understanding of the project scope and your approach to integrating input.
Describe in detail your approach to the process and working with the city for a product to present to the City Council for approval.
3. Reference list
4. Three (3) examples of similar park framework/master plan projects led by the consultant and completed within previous six (6) years.
5. One (1) flash drive containing all contents of the proposal.
6. Project Schedule
7. Fee Proposal (Attachment A)
8. Consultant Background and Qualifications (Attachment B)

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Project Understanding & Approach – 20 points
- Experience & Qualifications – 20 points
- Community Engagement Approach – 15 points
- Project Team – 15 points
- Work Plan & Schedule – 10 points
- Past Work & References – 10 points
- Cost / Value – 10 points

Project Schedule

RFP Issued: **April 21, 2026**

Proposals Due: **May 12, 2026**

Consultant Selection: **May 18, 2026**

Project Duration: **12 months**

General Terms and Conditions

The city reserves the right to reject any or all proposals, request additional information, and waive irregularities. All materials submitted become public records in accordance with Minnesota law. The city is not responsible for costs incurred in proposal preparation.

Submission Requirements

Carefully read the information contained in this RFP and submit by certified mail **three (3) copies of your full proposal** following all requirements, specifications, and directions to:

City of Elk River
Attn: Jeff Shelby
13065 Orono Parkway
Elk River, MN 55330

Submittals must be received at the offices of the City of Elk River no later than **12 p.m. on May 12, 2026.**

Do not submit proposals to any other person or location by any other method.

Late submission: Late submissions will not be considered.

FEE PROPOSAL

The detailed fee proposal should include the following:

1. A total not-to-exceed cost for all services.
2. Hourly rates and anticipated hours used for key project personnel.
3. Costs associated with each major project milestone including tasks listed in the scope of services.
4. Anticipated reimbursable expenses, such as additional meetings, document printing, translation/interpretation services, materials, etc.
5. A statement describing the consultant team's previous budget performance and experience in meeting budgets.

Attachment B

CONSULTANT BACKGROUND AND QUALIFICATIONS

The City of Elk River will review and evaluate each proposal, and selection will be made based on the criteria listed below. The offices submitting proposals shall include with that proposal statements on the following:

- A. Credentials of project team, including portfolio of related projects; history of the proposed team working together on past projects, particularly as related to parks and recreation framework plans.

Include as a minimum:

1. Identification of project lead and project team.
2. Staffing plan.
3. Project lead resume and portfolio of related projects.
4. Identification of any sub-consultants.
5. Sub-consultant's portfolio of related projects.
6. Resumes of sub-consultant's staff.



Request for Action

To
Parks and Recreation Commission

Item Number
7.1

Meeting Date
April 8, 2026

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Local Sales and Use Tax Amendment

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested
Discuss HF 4681 and SF 4831 in the 94th Legislature (2025 - 2026).

Background/Discussion

Commissioner Loidolt requested that the Parks and Recreation Commission discuss the proposed amendment to the existing sales and use tax authorization.

On November 6, 2018, local voters approved a one-half of one percent sales and use tax authorization for paying the capital and administrative costs of various recreational facility and park improvements including: a multipurpose recreational facility such as an ice arena, a community meeting and activity space, and a synthetic turf field house; senior center facility improvements; Lion John Weicht Park improvements, Lions Park Center space improvements, and a community picnic pavilion addition; youth athletic complex improvements; Orono Park improvements; dredging Lake Orono; and citywide trail connection improvements.

On January 28, 2026, the City Council formally requested the legislature amend the purposes to include financing up to \$20,000,000, plus associated bonding costs for the construction of a new Fire Station #1. The amendment will require legislative and voter approval. The project authorized under this subdivision does not extend the termination requirements.

If the amendment is approved, the tax imposed expires at the earlier of: (1) 25 years after the tax is first imposed; or (2) when the city council determines that the city has received \$55,000,000 from this tax to fund the projects plus an amount sufficient to pay costs, including interest costs, related to the issuance of the bonds.

Financial Impact

Subject to legislative and voter approval.

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

The Elk River Vision

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1. Minnesota 2019 Law - Chapter 6, Article 6, Section 17 - Elk River Sales and Use Tax Authorization.
2. S.F 483 I
3. H.F 468 I

Minnesota Session Laws - 2019 1st Special Session

CHAPTER 6--H.F.No. 5

ARTICLE 6

LOCAL TAXES

Sec. 17.

CITY OF ELK RIVER; TAX AUTHORIZED.

Subdivision 1.

Sales and use tax authorization.

Notwithstanding Minnesota Statutes, section 297A.99, subdivision 1, or 477A.016, or any other law or ordinance, and as approved by the voters at the November 6, 2018, general election, the city of Elk River may impose, by ordinance, a sales and use tax of one-half of one percent for the purposes specified in subdivision 2. Except as otherwise provided in this section, the provisions of Minnesota Statutes, section 297A.99, govern the imposition, administration, collection, and enforcement of the tax authorized under this subdivision.

Subd. 2.

Use of sales and use tax revenues.

(a) The revenues derived from the tax authorized under subdivision 1 must be used by the city of Elk River to:

(1) pay the costs of collecting and administering the tax;

(2) pay the capital and administrative costs of various recreational facility and park improvements including any or all of the following: a multipurpose recreational facility such as an ice arena, a community meeting and activity space, and a synthetic turf field house; senior center facility improvements; Lion John Weicht Park improvements, Lions Park Center space improvements, and a community picnic pavilion addition; youth athletic complex improvements; Orono Park improvements; dredging Lake Orono; and citywide trail connection improvements; and

(3) secure and pay debt service on bonds issued to finance all or part of the projects listed in clause (2).

(b) The total that may be raised from the tax to pay for these projects is limited to \$35,000,000, plus the costs related to the issuance and paying debt service on bonds for these projects.

Subd. 3.

Bonding authority.

(a) The city of Elk River may issue bonds under Minnesota Statutes, chapter 475, to finance all or a portion of the costs of the project authorized in subdivision 2. The aggregate principal amount of bonds issued under this subdivision may not exceed \$35,000,000, plus an amount applied to the payment of costs of issuing the bonds. The bonds may be paid from or secured by any funds available to the city of Elk River, including the tax authorized under subdivision 1. The issuance of bonds under this subdivision is not subject to Minnesota Statutes, sections 275.60 and 275.61.

(b) The bonds are not included in computing any debt limitation applicable to the city. Any levy of taxes under Minnesota Statutes, section 475.61, to pay principal of and interest on the bonds is not subject to any levy limitation. A separate election to approve the bonds under Minnesota Statutes, section 475.58, is not required.

Subd. 4.

Termination of taxes.

The tax imposed under subdivision 1 expires at the earlier of: (1) 25 years after the tax is first imposed; or (2) when the city council determines that the city has received \$35,000,000 from this tax to fund the projects listed in subdivision 2 plus an amount sufficient to pay costs, including interest costs, related to the issuance of the bonds authorized in subdivision 3. Any funds remaining after payment of the allowed costs due to timing of the termination under section 297A.99 shall be placed in the city's general fund. The tax imposed under subdivision 1 may expire at an earlier time if the city so determines by ordinance.

EFFECTIVE DATE.

This section is effective the day after the governing body of the city of Elk River and its chief clerical officer comply with Minnesota Statutes, section 645.021, subdivisions 2 and 3.

SENATE
STATE OF MINNESOTA
NINETY-FOURTH SESSION

S.F. No. 4831

(SENATE AUTHORS: WEBER)

DATE
03/25/2026

D-PG
6986 Introduction and first reading
Referred to Taxes

OFFICIAL STATUS

- 1.1 A bill for an act
- 1.2 relating to taxation; local sales and use; amending the authorization for the city of
- 1.3 Elk River to impose a local sales tax; amending Laws 2019, First Special Session
- 1.4 chapter 6, article 6, section 17, subdivisions 1, 3, by adding a subdivision.
- 1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
- 1.6 Section 1. Laws 2019, First Special Session chapter 6, article 6, section 17, subdivision
- 1.7 1, is amended to read:
- 1.8 Subdivision 1. **Sales and use tax authorization.** (a) Notwithstanding Minnesota Statutes,
- 1.9 section 297A.99, subdivision 1, or 477A.016, or any other law or ordinance, and as approved
- 1.10 by the voters at the November 6, 2018, general election, the city of Elk River may impose,
- 1.11 by ordinance, a sales and use tax of one-half of one percent for the purposes specified in
- 1.12 subdivision 2. Except as otherwise provided in this section, the provisions of Minnesota
- 1.13 Statutes, section 297A.99, govern the imposition, administration, collection, and enforcement
- 1.14 of the tax authorized under this subdivision.
- 1.15 (b) If approved by the voters at a general election pursuant to Minnesota Statutes, section
- 1.16 297A.99, subdivision 3, paragraph (a), the city must use the revenues derived from the tax
- 1.17 authorized under paragraph (a) for the purpose specified in subdivision 2a.
- 1.18 **EFFECTIVE DATE.** This section is effective the day after the governing body of the
- 1.19 city of Elk River and its chief clerical officer comply with Minnesota Statutes, section
- 1.20 645.021, subdivisions 2 and 3.

Sec. 2. Laws 2019, First Special Session chapter 6, article 6, section 17, is amended by adding a subdivision to read:

Subd. 2a. **Use of revenues.** In addition to the uses authorized under subdivision 2, the revenues derived from the tax authorized under subdivision 1 must be used by the city of Elk River to finance up to \$20,000,000, plus associated bonding costs for, bonds issued under subdivision 3 for construction of a new fire station. The project authorized under this subdivision does not extend the termination requirements in subdivision 4.

EFFECTIVE DATE. This section is effective the day after the governing body of the city of Elk River and its chief clerical officer comply with Minnesota Statutes, section 645.021, subdivisions 2 and 3.

Sec. 3. Laws 2019, First Special Session chapter 6, article 6, section 17, subdivision 3, is amended to read:

Subd. 3. **Bonding authority.** (a) The city of Elk River may issue bonds under Minnesota Statutes, chapter 475, to finance all or a portion of the costs of the ~~project~~ projects authorized in ~~subdivision~~ subdivisions 2 and 2a. The aggregate principal amount of bonds issued under this subdivision may not exceed ~~\$35,000,000~~ \$55,000,000, plus an amount applied to the payment of costs of issuing the bonds. The bonds may be paid from or secured by any funds available to the city of Elk River, including the tax authorized under subdivision 1. The issuance of bonds under this subdivision is not subject to Minnesota Statutes, sections 275.60 and 275.61.

(b) The bonds are not included in computing any debt limitation applicable to the city. Any levy of taxes under Minnesota Statutes, section 475.61, to pay principal of and interest on the bonds is not subject to any levy limitation. A separate election to approve the bonds under Minnesota Statutes, section 475.58, is not required.

EFFECTIVE DATE. This section is effective the day after the governing body of the city of Elk River and its chief clerical officer comply with Minnesota Statutes, section 645.021, subdivisions 2 and 3.

State of Minnesota

H. F. No. **4681**

1.1 A bill for an act

1.2 relating to taxation; local sales and use; amending the authorization for the city of

1.3 Elk River to impose a local sales tax; amending Laws 2019, First Special Session

1.4 chapter 6, article 6, section 17, subdivisions 1, 3, by adding a subdivision.

1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.6 Section 1. Laws 2019, First Special Session chapter 6, article 6, section 17, subdivision

1.7 1, is amended to read:

1.8 Subdivision 1. **Sales and use tax authorization.** (a) Notwithstanding Minnesota Statutes,

1.9 section 297A.99, subdivision 1, or 477A.016, or any other law or ordinance, and as approved

1.10 by the voters at the November 6, 2018, general election, the city of Elk River may impose,

1.11 by ordinance, a sales and use tax of one-half of one percent for the purposes specified in

1.12 subdivision 2. Except as otherwise provided in this section, the provisions of Minnesota

1.13 Statutes, section 297A.99, govern the imposition, administration, collection, and enforcement

1.14 of the tax authorized under this subdivision.

1.15 (b) If approved by the voters at a general election pursuant to Minnesota Statutes, section

1.16 297A.99, subdivision 3, paragraph (a), the city must use the revenues derived from the tax

1.17 authorized under paragraph (a) for the purpose specified in subdivision 2a.

1.18 **EFFECTIVE DATE.** This section is effective the day after the governing body of the

1.19 city of Elk River and its chief clerical officer comply with Minnesota Statutes, section

1.20 645.021, subdivisions 2 and 3.

2.1 Sec. 2. Laws 2019, First Special Session chapter 6, article 6, section 17, is amended by
2.2 adding a subdivision to read:

2.3 Subd. 2a. **Use of revenues.** In addition to the uses authorized under subdivision 2, the
2.4 revenues derived from the tax authorized under subdivision 1 must be used by the city of
2.5 Elk River to finance up to \$20,000,000, plus associated bonding costs for, bonds issued
2.6 under subdivision 3 for construction of a new fire station. The project authorized under this
2.7 subdivision does not extend the termination requirements in subdivision 4.

2.8 **EFFECTIVE DATE.** This section is effective the day after the governing body of the
2.9 city of Elk River and its chief clerical officer comply with Minnesota Statutes, section
2.10 645.021, subdivisions 2 and 3.

2.11 Sec. 3. Laws 2019, First Special Session chapter 6, article 6, section 17, subdivision 3, is
2.12 amended to read:

2.13 Subd. 3. **Bonding authority.** (a) The city of Elk River may issue bonds under Minnesota
2.14 Statutes, chapter 475, to finance all or a portion of the costs of the ~~project~~ projects authorized
2.15 in ~~subdivision~~ subdivisions 2 and 2a. The aggregate principal amount of bonds issued under
2.16 this subdivision may not exceed ~~\$35,000,000~~ \$55,000,000, plus an amount applied to the
2.17 payment of costs of issuing the bonds. The bonds may be paid from or secured by any funds
2.18 available to the city of Elk River, including the tax authorized under subdivision 1. The
2.19 issuance of bonds under this subdivision is not subject to Minnesota Statutes, sections 275.60
2.20 and 275.61.

2.21 (b) The bonds are not included in computing any debt limitation applicable to the city.
2.22 Any levy of taxes under Minnesota Statutes, section 475.61, to pay principal of and interest
2.23 on the bonds is not subject to any levy limitation. A separate election to approve the bonds
2.24 under Minnesota Statutes, section 475.58, is not required.

2.25 **EFFECTIVE DATE.** This section is effective the day after the governing body of the
2.26 city of Elk River and its chief clerical officer comply with Minnesota Statutes, section
2.27 645.021, subdivisions 2 and 3.



Memorandum

To: Parks and Recreation Commission

From: Jeff Shelby, Parks and Recreation Manager

Date: April 8, 2026

Subject: Parks and Recreation Staff Report

Senior Activity Center

The Senior Activity Center has 492 members as of March 26. We are averaging 89 check-ins per day.

Popular activities this past month included entertainment by the Roe Family Singers on St. Patrick's Day, bingo and card bingo, all art classes, and our Social Club.

The Social Club, formed just a few years ago, focuses on fostering friendships and providing meaningful activities outside of regular Senior Center hours. The group meets once a month at the Senior Center to plan fun outings such as dining out on weekends, attending plays, and going on day trips. This group has grown to 48 participants and is led by a dedicated volunteer. We have also welcomed many new members who have recently moved to Elk River. The Social Club has proven to be a great way for them to meet new people and become familiar with everything the Senior Activity Center has to offer.

Community Events

We are working with DERBA, HRA, and ERMU for new holiday fixtures on downtown light poles. The cost will be split between DERBA and HRA, with ERMU donating their labor costs for installation.

All 18 of the community garden plots are reserved for the upcoming season. We will again be partnering with Sherburne County Master Gardeners for educational opportunities.

The annual Park Steward Meeting was held on March 25.

Sports/Programs

Flag football registration closed on March 23 with 184 kids registered for our first season. Teams were formed and all supplies and jerseys were ordered. We still have a few spots available for any late participants wanting to join. We held a coaches' meeting on April 1st and our referee training will be held tonight, April 8. The season kicks off this Sunday as teams will meet and hold their first practice indoors on the turf at the FT Center. They will play 6 weeks of games starting on Sunday, April 19.

All winter adult leagues will be wrapped up next week. We had another successful winter with 20 women's volleyball teams, 5 co-ed volleyball teams, and 6 men's basketball teams.

Spring/Summer adult men's softball registration will close next week, with an anticipated start date of Tuesday, April 21. We will once again have concessions available courtesy of The Overlook.

We are excited to have Taylor Ryan back this summer to oversee our summer camps and youth programs. We will be hiring summer staff in the coming weeks and begin the final prep for the summer camps and programs.

Fields

Lion John Weicht Park was opened for high school use on March 24. All other fields are slowly being prepared to open for the season. Our goal is to have them ready by mid-April for all outdoor use. Our first tournament is on May 1.

The backstop pads for the PT Complex were ordered and will be here in time before the tournament season starts. The new set of bleachers has arrived. Staff will begin assembling and installing as soon as weather permits. All sponsorship banners will also be hung and ready to go in the coming weeks.

Park Passport

Staff has created a Park Passport program for our community members this summer. People will be able to visit the Parks and Recreation office to obtain a passport. They will then visit the eight parks in the passport, where they will be able to complete a small etching in their passport. When the passport is complete and all eight parks have been visited, they'll be able to return to the Parks and Recreation office to receive a special stamp. The program is free and is designed to encourage engagement in our city parks.

PT Complex Protective Netting

The poles from the former structure were removed last week. Staff is working with Bolton & Menk on the replacement structure.