



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 10-09-2024 Parks and Recreation Commission 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 2025 Rental Fees

7. DISCUSSION ITEMS

7.1 Maher Property

7.2 Nystrom Property

8. PRESENTATIONS, AWARDS, AND RECOGNITION

8.1 Play My Way

9. RECREATION MANAGER UPDATE

9.1 Parks and Recreation Manager Update

10. ANNOUNCEMENTS

11. MOTION TO ADJOURN REGULAR MEETING

12. WORK SESSION

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.I 2025 Capital Improvement

## 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*





**Special Meeting of the Elk River  
Parks and Recreation Commission  
Held at the Elk River City Hall  
October 9, 2024**

Members Present: Chair Dave Anderson, Commissioners Melissa Fermoye, Greg Loidolt, Hal Stewart, Jill Varty, Joy Goodwin

Members Absent: Mike Niziolek

Council Liaison: Councilmember Mike Beyer

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

**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 Fermoye and seconded by Commissioner Loidolt to approve the October 9, 2024, Parks and Recreation Commission Meeting Agenda. Motion carried 6-0.

**4. Consider Minutes**

**4.1 September 11, 2024, Parks and Recreation Commission Minutes**

Moved by Commissioner Fermoye and seconded by Commissioner Varty to approve the September 11, 2024, Parks and Recreation Commission Minutes. Motion carried 6-0.

**5. Open Forum**

**6. Discussion Items**

**6.1 PT Complex Welcome Plaza**

Mr. Shelby presented the report. He explained that the commission declined to recommend the existing proposal at the previous commission meeting. Mr. Hickman, owner of Furniture and Things was in attendance to explain his expectations.

Mr. Hickman shared that he was satisfied with the current signage at the PT complex and what already had been done. As far as the welcome plaza, he and his brother thought it would be a good opportunity to be added to the project, but he does not have the expectation of that being part of the existing sponsorship agreement requirements. He shared that the existing welcome plaza proposal appears to be a fancy driveway. He would be fine if it were scaled back to save money.

Chair Anderson said that the welcome plaza should be what the community wants and needs. Mr. Hickman said that more shade would be great, but he does not know that everyone has time to lounge on a welcome plaza.

Chair Anderson asked if Mr. Hickman would like to see more signage. Mr. Hickman said he is not sure where any other signage would go or make a difference and that it isn't necessary. Chair Anderson asked if doing other improvements to the fields would be okay like black top etc. Mr. Hickman agreed that the paving of the parking lot etc. would be a nice way to use the money. Chair Anderson confirmed that it is \$35,000 coming in each year from the sponsorship agreement.

Chair Anderson said he thinks they should stay with a normal budgeting plan/cycle to bank the money as it comes in and then discuss how to spend it. Commissioner Loidolt asked for clarification on what the money can be used for. Mr. Shelby said the money goes into the park improvement fund and can be used towards whatever we want. Commissioner Loidolt suggested meeting with the user groups to see what they would like to use the money for and keep the money in the area that it is being used for. Commissioner Loidolt said that one thing he would like to see is seating on the hill like limestone block-potentially the ones from downtown that could be recycled.

Commissioner Varty suggested asking the user groups, such as Elk River Youth Baseball, what their thoughts are and start making a list of amenities. Chair Anderson suggested that user groups and parents provide the information and then it can be added to the regular budget line-item process. The projects may not be done in year one but as the money comes in plans can be made for it to be allocated for those wish list items.

Chair Anderson said that Mr. Hickman's needs should be considered too. Mr. Hickman suggested a Welcome to Elk River sign with some trees over the main walkway entrance, so people know where they are. He also suggested having their name on the concession stand. He also said that the associations want storage so that could also be a consideration, such as an eight by ten garage. He feels this is a potential need because they get approached a lot by the user groups for this type of thing. Commissioner Goodwin asked the other commissioners if they feel this is a need as well. Chair Anderson said he feels there is a need for storage and space for it. He asked for thoughts from staff.

Mr. Stremcha asked for clarification from Mr. Hickman if he felt a show floor space for furniture, etc. is needed? Mr. Hickman said they do not need something permanent because furniture might start disappearing. He thinks it is easier to drop off furniture during major tournaments for use and display and then pick it back up after. Mr. Hickman also said that \$240,000 seemed like a lot of money for a welcome plaza.

Chair Anderson asked the commission if they should invite the user groups in for a workshop. Commissioner Loidolt said yes, he thinks that would be a good idea.

Mr. Stremcha asked the Commission if staff should have user groups submit a wish list by December to be incorporated into the capital outlay plan beginning in 2026. The Commissioner's agreed. Councilmember Beyer thanked Mr. Hickman for all he has done for the community. He also clarified that the reason the welcome plaza project was stopped was because the council was concerned that with only \$35,000 sponsorship dollars having come in so far, they did not want to spend \$240,000. He pointed out that they have never historically spent more than 50% of the sponsorship money until at



least that much had been paid. He thinks a wish list is great, but it must have dollars attached to it as well.

Mr. Hickman said to get black top down and another field is more important to him than a welcome plaza. Commissioner Fermoye asked what the goal is. Chair Anderson said the current project designs do not seem to meet the needs of its benefactor, the user groups, or the council. The proposal needs to go through a normal work session and budget cycle. Councilmember Beyer agreed. Mr. Hickman said even if the original sponsorship contract needs to be amended, he would rather forgo the welcome plaza to do black top. Council member Beyer said that the goal of the money has always been to put the money towards capital improvements.

## **7. Recreation Manager Update**

### **7.1 Parks and Recreation Manager Update**

Mr. Shelby presented his report.

## **8. Announcements**

## **9. Motion to Adjourn Meeting**

**Moved by Commissioner Loidolt and seconded by Commissioner Goodwin to adjourn the special meeting of the Parks and Recreation Commission at 6:57pm. Motion carried 6-0.**

Minutes prepared by Dawn Larson.

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Dave Anderson, Chair

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Tina Allard, City Clerk



# Request for Action

**To**  
Parks and Recreation Commission

**Item Number**  
6.1

**Meeting Date**  
November 13, 2024

**Prepared By**  
Jeff Shelby, Recreation Manager

**Item Description**  
2025 Rental Fees

**Reviewed by**  
Jeff Shelby  
Joe Stremcha

## Action Requested

Approve, by motion, a recommendation to the city council to set shelter/pavilion rental fees for 2025 as presented.

## Background/Discussion

Staff is recommending an increase on several shelter rentals based on:

- Increasing utilization.
- Increasing staff, cleaning, and maintenance expenses.
- Area market comparisons.

## Financial Impact

Parks and Recreation Manager Jeff Shelby will present market research and revenue projections at the meeting.

## Mission/Policy/Goal

Responsible for every dollar - good stewards.

## Attachments

- I. 2025 Fee Increase - OutdoorFacilityUseForm

## The Elk River Vision

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



# Outdoor Facility Use Application

This form and the appropriate fee must be completed and submitted a minimum of 14 days prior to the requested date. Payment must be made by the individual or group renting the facility. If there is no scheduling or policy conflict pertaining to the date and facility requested, a reservation will be issued.

Please note that some requests may involve city Parks and Recreation Commission review and must be submitted a minimum of 60 days prior to the event. Applications can be dropped off, mailed or faxed to our office. All applicable city, county, and state ordinances and policies must be followed. VISA, MasterCard, check, and cash accepted.

## Facility

### Type of Facility

Not all facilities are available at all park locations. Please ask if unsure.

- ☐ Shelter (please specify park)
- ☐ Pavilion (Lion John Weicht Park, Orono Park, or Woodland Trails Regional Park)
- ☐ Handke East Hockey Rink
- ☐ Park\*\*\*
- ☐ River's Edge Commons (Wedding Rental Only)

### Location Requested - Please be specific

First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_

## Event

Day \_\_\_\_\_ Date(s) \_\_\_\_\_ Times \_\_\_\_\_

Note: The rental times must include time for set-up, decorating, and cleaning of the facility.

Activity \_\_\_\_\_ Number of People \_\_\_\_\_

Equipment group will bring \_\_\_\_\_

Needs/Requests from the City (please confirm availability upon rental) \_\_\_\_\_

## Renter

Individual Responsible \_\_\_\_\_ Sponsoring Group \_\_\_\_\_

Renter's Date of Birth (required) \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_ Fax # \_\_\_\_\_

The applicant is responsible and must be on site at all times during this event. By signing below, you agree to follow all applicable state, county, and city ordinances and policies. You understand that the fees are non-refundable unless this request is not granted or is cancelled by the City of Elk River.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*See back for fee information.*

# Fee Schedule - sales tax will be added to all rentals

Updated 1/1/2024

|                             | 2-hour Minimum | 6-hour Maximum | Damage Deposit | Capacity |
|-----------------------------|----------------|----------------|----------------|----------|
| <b>Rivers Edge Commons*</b> | \$150          | \$50/Hourly    | \$250          | 400      |

|                                           | Resident |             | Non-Resident |              | Capacity |
|-------------------------------------------|----------|-------------|--------------|--------------|----------|
| <b>Lion John Weicht Park Shelters 1-3</b> | \$40     | <b>\$50</b> | \$60         | <b>\$70</b>  | 50       |
| <b>Orono Park Shelters 1 &amp; 2</b>      | \$40     | <b>\$50</b> | \$60         | <b>\$70</b>  | 50       |
| <b>Orono Park Shelter 3</b>               | \$75     | <b>\$85</b> | \$105        | <b>\$115</b> | 100      |
| <b>Handke East Hockey Rink**</b>          | \$25     |             | \$45         |              |          |

|                                                                 | Resident       |                        | Non-Resident   |                        | Damage Deposit | Capacity |
|-----------------------------------------------------------------|----------------|------------------------|----------------|------------------------|----------------|----------|
|                                                                 | 2-hour Minimum | Additional Hourly Rate | 2-hour Minimum | Additional Hourly Rate |                |          |
| <b>Lion John Weicht Park Pavilion with Servery</b>              | \$65           | \$15                   | \$95           | \$20                   | \$250          | 100      |
| <b>Lion John Weicht Park Pavilion, Servery, and Concessions</b> | \$85           | \$15                   | \$115          | \$20                   | \$250          | 100      |
| <b>Orono Park Pavilion</b>                                      | \$65           | \$15                   | \$95           | \$20                   | NA             | 75       |
| <b>Woodland Trails Regional Park Pavilion</b>                   | \$45           | \$10                   | \$65           | \$20                   | \$100          | 50       |

|                         | Resident          |                        |                  |                        | Non-Resident      |                        |                  |                        |
|-------------------------|-------------------|------------------------|------------------|------------------------|-------------------|------------------------|------------------|------------------------|
|                         | Weekdays Mon-Thur |                        | Weekends Fri-Sun |                        | Weekdays Mon-Thur |                        | Weekends Fri-Sun |                        |
|                         | 2-hour Minimum    | Additional Hourly Rate | 2-hour Minimum   | Additional Hourly Rate | 2-hour Minimum    | Additional Hourly Rate | 2-hour Minimum   | Additional Hourly Rate |
| <b>Trott Brook Barn</b> | \$35              | \$15                   | \$45             | \$15                   | \$55              | \$20                   | \$65             | \$20                   |
| Damage Deposit          | \$100             |                        |                  |                        |                   |                        |                  |                        |
| Capacity                | 60                |                        |                  |                        |                   |                        |                  |                        |

**All Facility Fees:** \$10 change fee  
\$10 cancellation fee if more than 14 days before event  
No refunds for cancellations 14 days prior to event

\*Upper Plaza of Rivers Edge Commons Park will remain open to the public.

\*\*Evening team practice times available are 5:30-7:30 p.m. or 7:30-9:30 p.m. No refunds due to weather.

## Parks\*\*\*

Fees set by the Parks and Recreation Commission for minor and major park use.

During minor or major park use please: No permanent markings on trails. Additional fees may apply based on expenses associated with the event such as toilet cleanings and garbage pick up.

## FOR OFFICE USE ONLY

Date and Time Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

\_\_\_\_\_ Police Dept. Notified

\_\_\_\_\_ Public Works Notified

\_\_\_\_\_ Parks and Recreation Commission Approval



# Request for Action

**To**  
Parks and Recreation Commission

**Item Number**  
7.1

**Meeting Date**  
November 13, 2024

**Prepared By**  
Jeff Shelby, Recreation Manager

**Item Description**  
Maher Property

**Reviewed by**  
Jeff Shelby  
Joe Stremcha

**Action Requested**  
Discuss pursuing additional park land.

**Background/Discussion**  
Chair Anderson requests that the commission consider pursuing this parcel as a future park. While the Parks and Recreation Master Plan does include recommendations to explore opportunities to add riverfront property to the park system, this parcel is not identified within the Parks and Recreation Master Plan. A recommendation to the city council amending the Parks and Recreation Master Plan is necessary if the commission has an interest in pursuing this parcel.

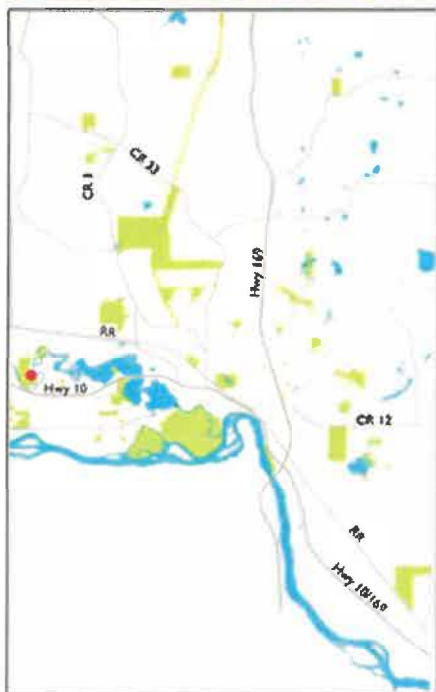
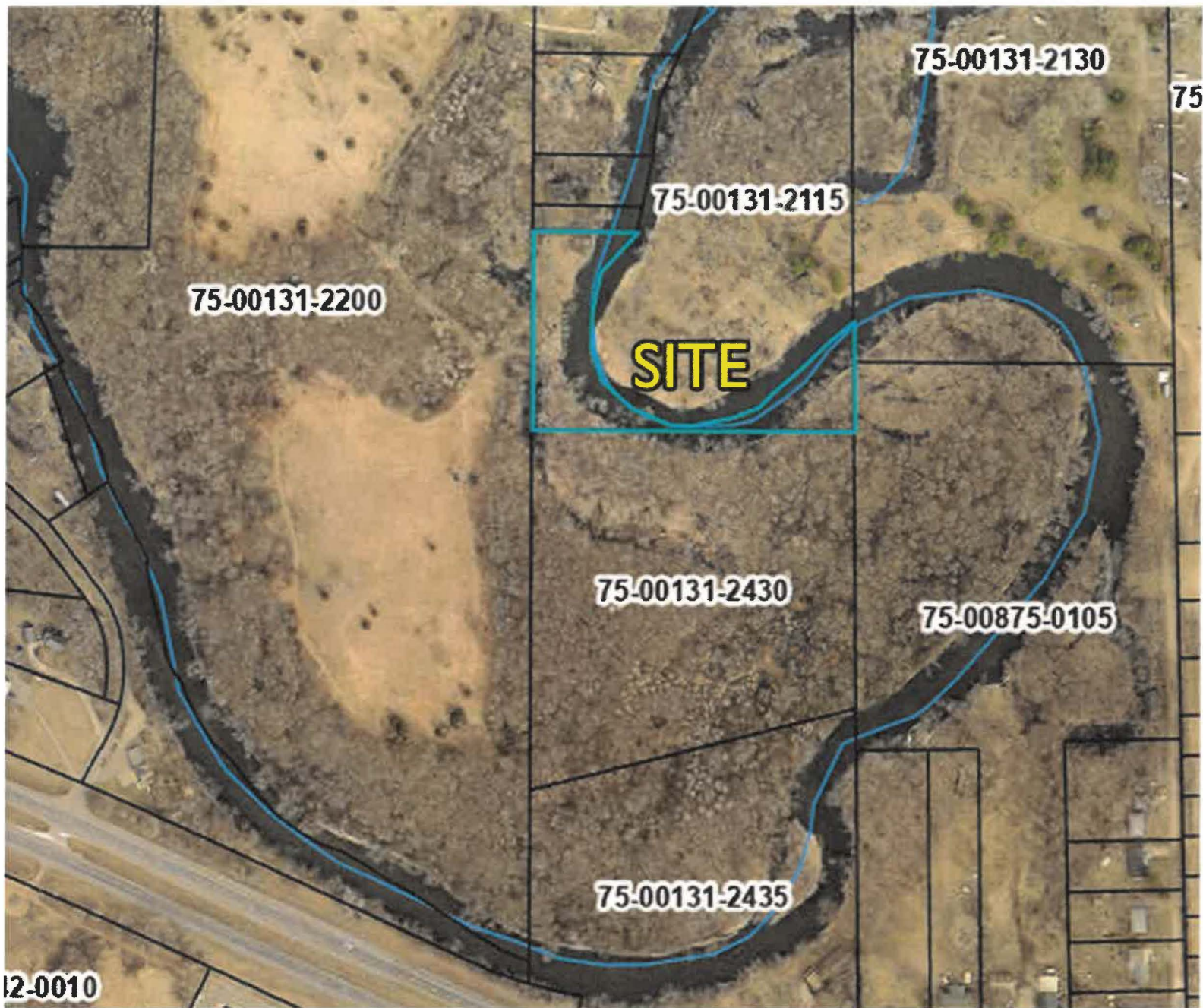
**Financial Impact**  
The parcel acquisition cost is unknown.

**Mission/Policy/Goal**  
Responsibly grow.

- Attachments**
1. Mahr Property Parcel
  2. Camp Cozy NRMP Amenities

## The Elk River Vision

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



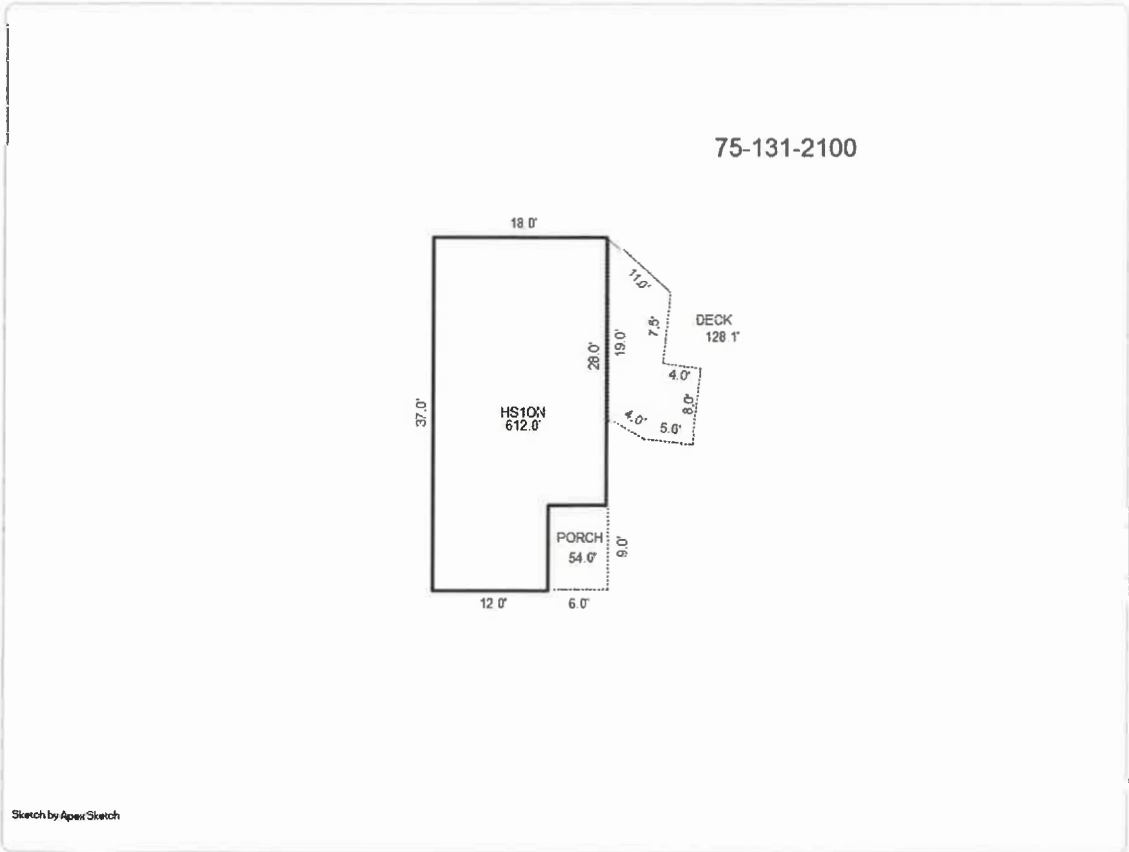
# Project Location Map

For Discussion Only





Sketches



No data available for the following modules: Permit Application, Commercial, Other Buildings, Sales, Unpaid Tax.

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.

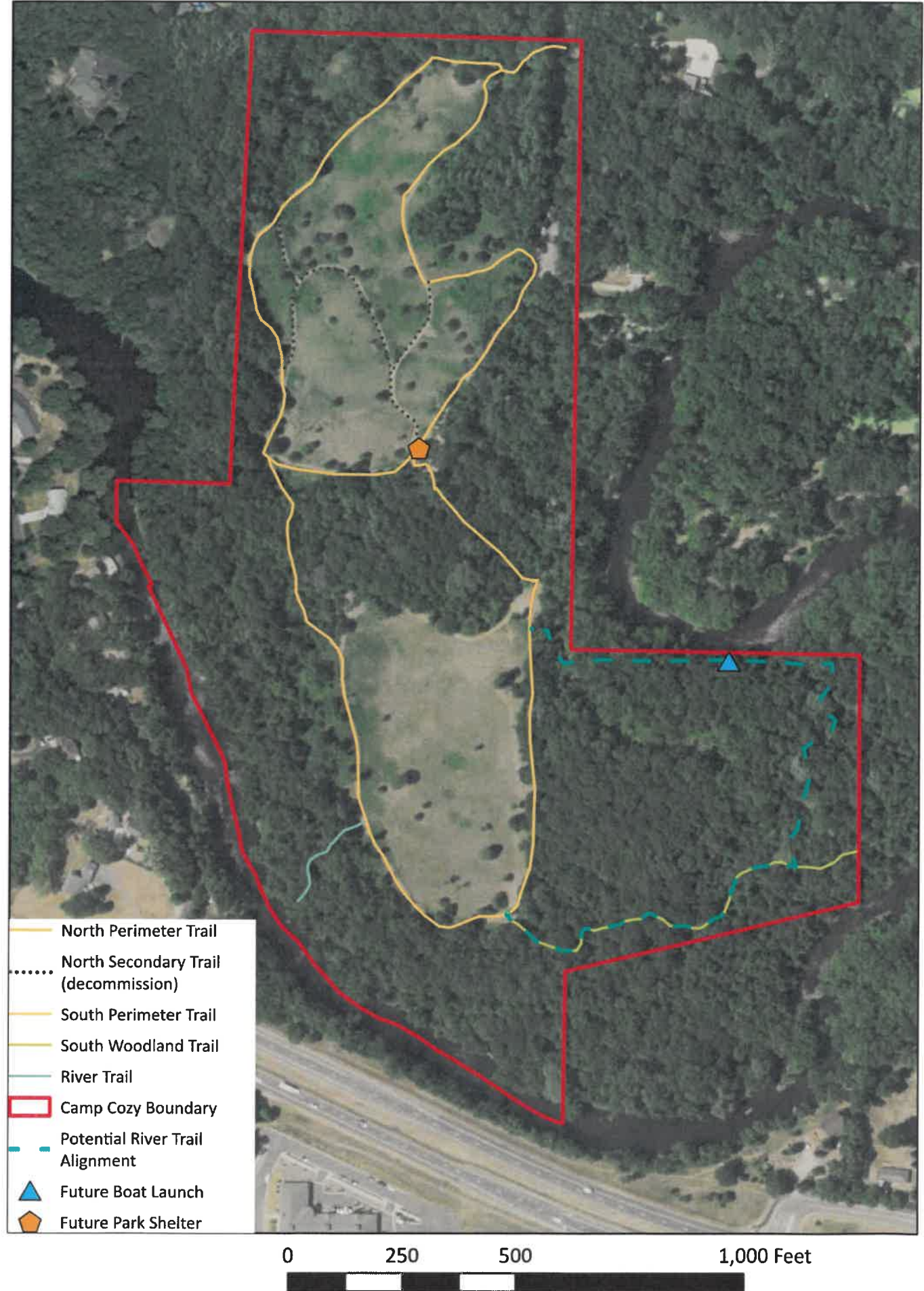
**Moved by Commissioner Niziolek and seconded by Commissioner Stewart to approve the Camp Cozy Park Natural Resources Management Plan with the recreational amenities located on the map. Motion carried 6-0.**

#### **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.

Camp Cozy, Elk River, MN  
48 acres





# Request for Action

**To**  
Parks and Recreation Commission

**Item Number**  
7.2

**Meeting Date**  
November 13, 2024

**Prepared By**  
Jeff Shelby, Recreation Manager

**Item Description**  
Nystrom Property

**Reviewed by**  
Jeff Shelby  
Joe Stremcha

**Action Requested**  
Discuss pursuing additional park land.

**Background/Discussion**  
Chair Anderson requests that the commission consider pursuing this parcel as a future park. The Parks and Recreation Master Plan does include recommendations to explore opportunities to add trail connections to the park system, this parcel is not identified within the Parks and Recreation Master Plan. A recommendation to the city council amending the Parks and Recreation Master Plan is necessary if the commission has an interest in pursuing this parcel.

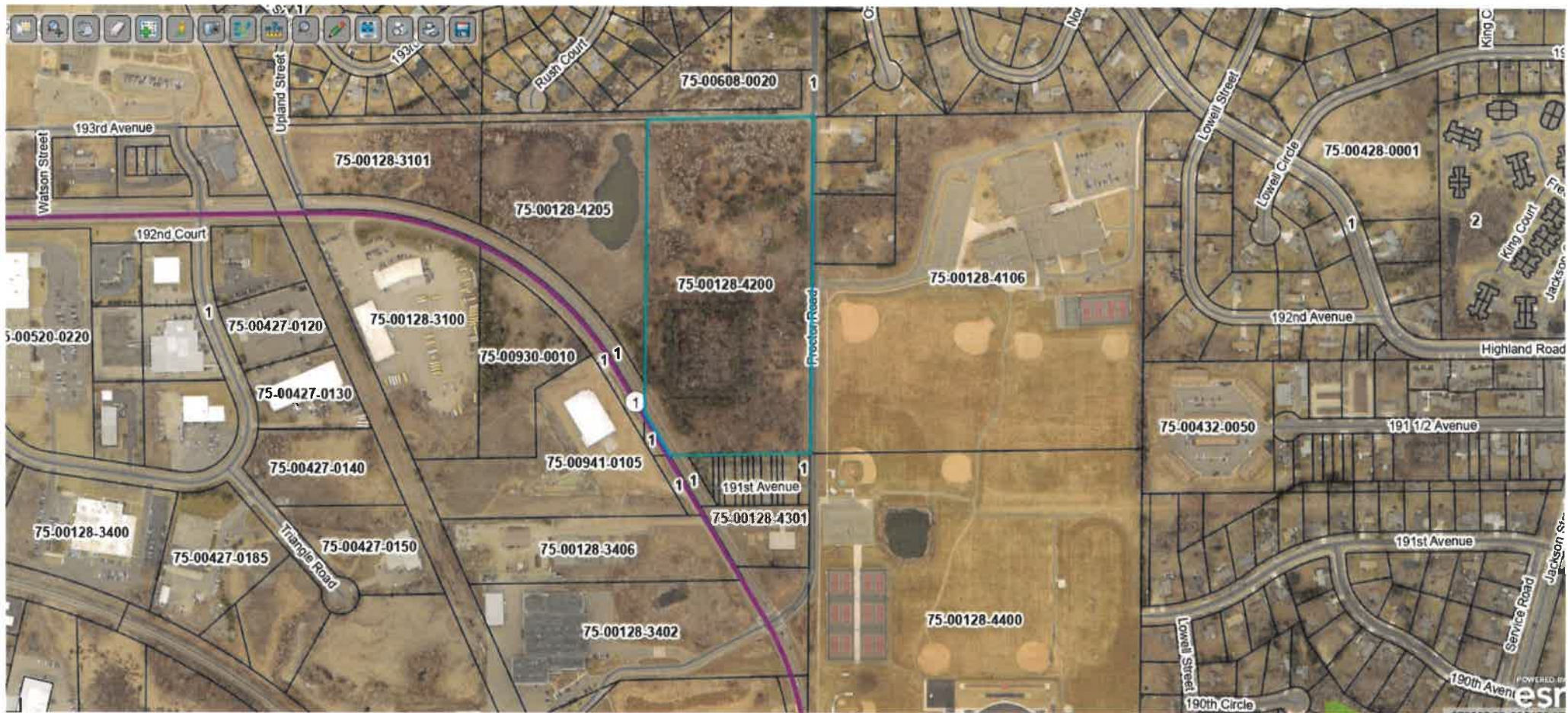
**Financial Impact**  
The parcel acquisition cost is unknown.

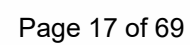
**Mission/Policy/Goal**  
Responsibly grow.

- Attachments**
1. Nystrom Property Parcel
  2. Commission Notes about Nystrom Property
  3. TRAIL PLAN 2018

## The Elk River Vision

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## Tax Statements

[Tax Statement 2024](#)[Tax Statement 2023](#)[Tax Statement 2022](#)

*The above tax statement links take approximately 20 seconds to generate and download and will open in a popup. If they do not open, please disable your pop-up blocker.*

If you are having difficulties obtaining a PDF copy of your Tax Statement(s) please check the following:

- Your Pop-Up blocker is disabled or set to allow popups from this website.
- Your PDF reader software is fully installed and up-to-date.
- Access to port #10090\* is allowed by your firewall. You may need to contact your IT Department for access from within a business environment.

## Photos



## Sketches

Commissioner Anderson asked for more information regarding the vandalism at the skate park. Mr. Hecker shared the lighting control box was broken and the irrigation control box was also damaged. Staff are working to move the two control boxes into a secure area, such as a mechanical building like the one at the splash pad.

Commissioner Anderson asked about the work being done at Hillside Park. Mr. Hecker said some improvements are being made and confirmed they are also making some changes to the design to reduce maintenance in the future.

Mr. Hecker shared that he attended the National Recreation and Parks Association Conference last week in Dallas and his main emphasis was to look at master planning. The process has changed since we did our last plan in 2015 and it should include what the public needs, not just wants. There are other types of analysis they do now in addition to the statistically valid needs assessment which is an important part of the process.

Commissioner Loidolt shared he was excited to read about the athletic facilities tour. Mr. Hecker said they learned quite a bit on the tour and shared some things with HKGi. There should be a meeting soon for the Athletic Facilities Master Plan Committee.

## **7. Announcements**

Commissioner Anderson shared the Nystrom property along Proctor, across from Salk Middle School, will be developed eventually. He thinks the Commission should focus on the trail master plan for that area since there is only parking on the west side of the road, across from the baseball fields, and he is concerned about someone getting hit while crossing to the east side of the road to get to the ball fields.

Commissioner Loidolt agrees there is not enough parking and people park on the west side of Proctor since there is no parking on the east side and suggests looking at getting better parking for the fields.

Commissioner Niziolek shared we need to create a controlled or semi controlled intersection for pedestrians to cross, which seems to be the Salk Middle School exit.

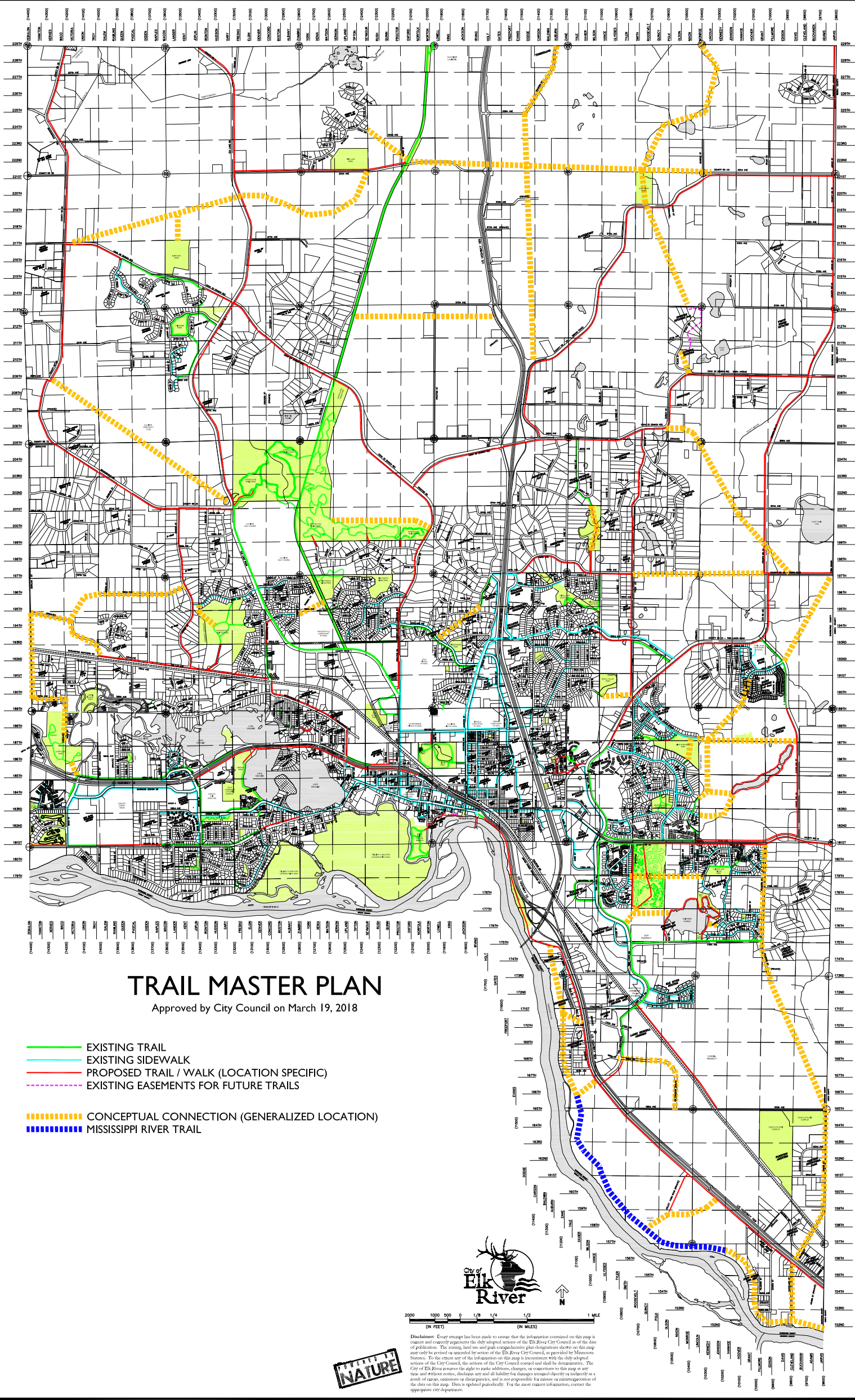
Mr. Stremcha stated we will add this to a future agenda item as a talking point and bring up the Trails Master Plan as a focus point.

## **8. Motion to Adjourn**

**Moved by Commissioner Loidolt and seconded by Commissioner Anderson to adjourn the meeting of the Parks and Recreation Commission. Motion carried 4-0.**

The meeting was adjourned at 6:46 p.m.

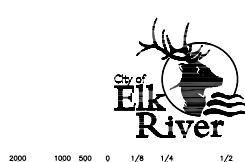




# TRAIL MASTER PLAN

Approved by City Council on March 19, 2018

- EXISTING TRAIL
- EXISTING SIDEWALK
- PROPOSED TRAIL / WALK (LOCATION SPECIFIC)
- EXISTING EASEMENTS FOR FUTURE TRAILS
- CONCEPTUAL CONNECTION (GENERALIZED LOCATION)
- MISSISSIPPI RIVER TRAIL



2000 1000 500 0 1/8 1/4 1/2 1 MILE  
(IN FEET) (IN MILES)

Disclaimer: Every attempt has been made to ensure that the information contained on this map is current and correctly represents the duly adopted sections of the Elk River City Council as of the date of publication. The zoning, land use and park comprehensive plan designations shown on this map may only be revised or amended by action of the Elk River City Council, as provided by Minnesota Statutes. To the extent any of the information on this map is inconsistent with the duly adopted sections of the City Council, the actions of the City Council shall be deemed to prevail. The City of Elk River assumes the right to make additions, changes, or corrections to this map at any time and without notice, disclaimer any and all liability for damages to third parties or indirectly as a result of errors, omissions or discrepancies, and is not responsible for misuse or misinterpretation of the data on this map. Data is updated periodically. For the most current information, contact the appropriate city department.



# Request for Action

**To**  
Parks and Recreation Commission

**Item Number**  
8.1

**Meeting Date**  
November 13, 2024

**Prepared By**  
Jeff Shelby, Recreation Manager

**Item Description**  
Play My Way

**Reviewed by**  
Jeff Shelby  
Joe Stremcha

## Action Requested

Discuss the Play My Way presentation to help inform future decisions involving playground amenities.

## Background/Discussion

Staff conducted the Play My Way survey by engaging with community members to better understand how the city's playground amenities are used and to receive feedback on future additions to our parks.

## Financial Impact

Costs associated with potential and future playground purchases, improvements, or modifications.

## Mission/Policy/Goal

Work with citizens to achieve goals.

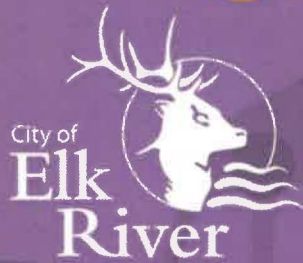
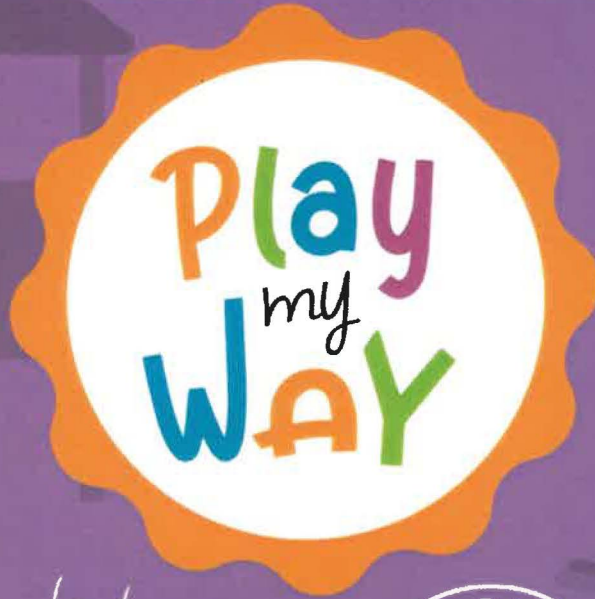
## Attachments

- I. Play My Way Presentation

## The Elk River Vision

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





# Campaign Results

## May 1 - September 30, 2024

# What is Play My Way?



Play My Way was a chance for the individuals in our city to provide input and engage with us as playground replacements are discussed.

The City of Elk River's Parks and Recreation department set out to meet the community where they were at local playgrounds, events, and celebrations over the summer as well as providing an online survey.

# Why Did We Create Play My Way?

Due to age, several of the 18 playgrounds located within the parks system will need replacement during the upcoming years.

To help the city determine the best type of equipment, style, and playability to fit the community's needs, we created **Play My Way**.

# What Is The Goal?

The goal was to seek feedback on questions regarding:

- 1 What playground locations and amenities are current favorites?
- 2 What playground features and amenities would make great replacements for ones that have aged out?
- 3 Additional comments and feedback?

# Public Engagement

Our staff attended multiple events this summer encouraging families to engage with **Play My Way** and share their voice, input, and ideas.

## Play My Way Booth Event Dates:

- June 18** Popsicles with Public Safety
- June 27** Entertainment in the Park
- July 18** Farmers Market
- July 27** Elk RiverFest
- August 6** Park-a-Palooza



Come on an adventure with us!



Help us create the perfect playground!  
Play My Way is a chance for kids to provide input and engage with us as we choose playground replacements. Learn more about Play My Way and how you can get involved by visiting [ElkRiverMN.gov/PlayMyWay](http://ElkRiverMN.gov/PlayMyWay)

### Play My Way Booth Events:

Join us this summer at one of our interactive booths and share your thoughts with us!

#### **JUNE 18**

Popsicles with Public Safety  
Orono Park

#### **JULY 18**

Elk River Farmers Market  
Downtown Elk River

#### **AUGUST 6**

Park-a-Palooza  
Orono Park

#### **JUNE 27**

Entertainment in the Park  
Woodland Trails Regional Park

#### **JULY 27**

Elk RiverFest  
Orono Park







# Popsicles with Public Safety Board Results



# Popsicles with Public Safety Board Results



# Kids Creator Worksheets



Parents, teachers, daycares, and other educators were encouraged use the [Play My Way Facilitator Guide](#) and [Creator Worksheets](#) for an engaging opportunity for children to share their ideas.

[Creator Worksheets](#) could be downloaded online, picked up at the office, or dropped off by staff.

## Coordinating With Teachers

Mr. Matthees, a 3rd grade teacher at Parker Elementary, and other classes gave out 100 copies of the **Creator Worksheets** to students.

Ms. Osterman, a 1st grade teacher at Twin Lakes Elementary, gave our 24 **Creator Worksheets** to her class.

We even had a few turned in directly to the Parks and Recreation office.



## Creator Worksheet



Age: \_\_\_\_\_ Name: \_\_\_\_\_

School: \_\_\_\_\_



## Build Your Playground

Draw, Cut and Paste Here:



Playground images on the next page. ➡

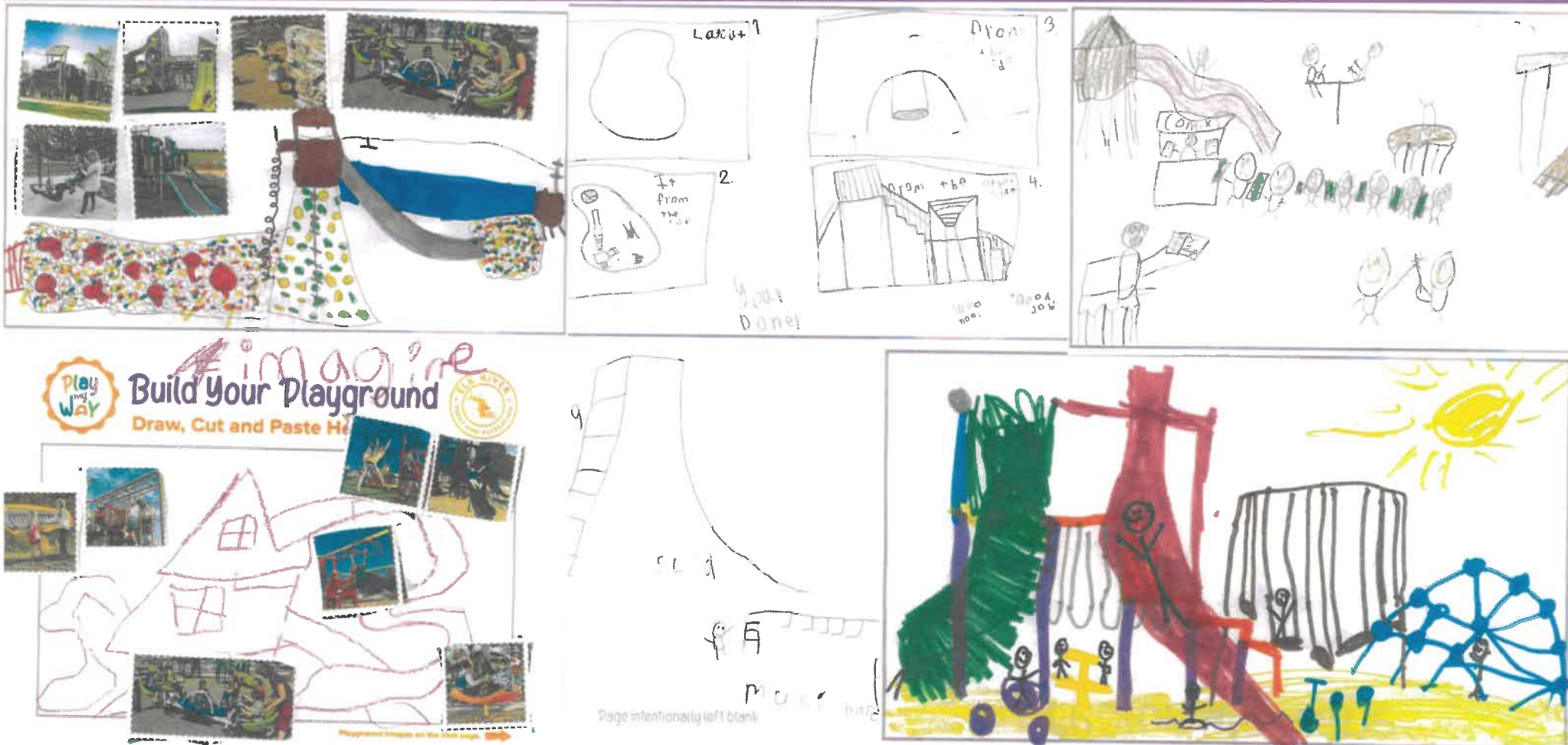
## Build Your Playground

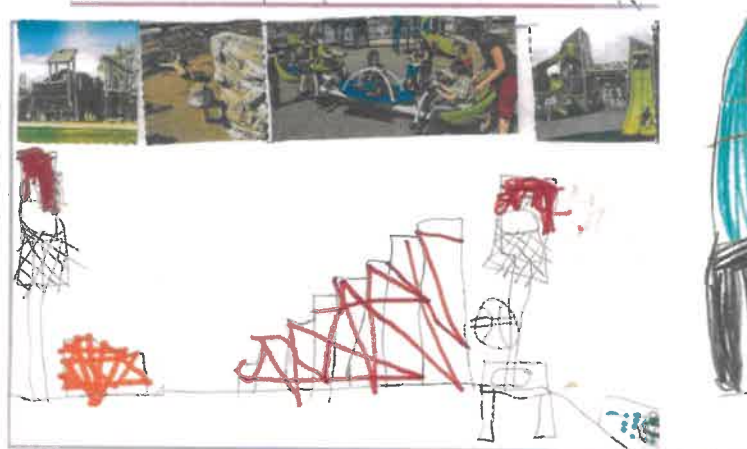
Cut Out & Paste  
Your Favorites:



Photos courtesy of Flagship

# Submitted Creator Worksheets





# Creator Worksheet Results (highest to least)



# Creator Worksheet Results (highest to least)



## Honorable Mentions

Zipline  
Gaga Pit  
Ball Pit

## Online Survey

The *Play My Way* survey was available online beginning May 1, 2024 and ended September 30, 2024.

The survey questions and design were based on research completed by staff from several cities that conducted similar engagement campaigns.

We have a very talented communications team that were able to put together the campaign's visuals, marketing, and engagement tools in house.

## Play My Way Playground Survey

The City of Elk River Parks and Recreation Department is looking for community involvement for envisioning and planning the future of Elk River playgrounds. Our Play My Way campaign is a chance for the playground users themselves to share their input and ideas.

**We encourage parents and caregivers to assist children while taking this survey.**

*\*All photos provided by Flagship Recreation*

**What is your zip code? \***

Your answer

**How old are the child/ren in your care? \***

- ☐ 0-5
- ☐ 6-8
- ☐ 9-12
- ☐ 13-15
- ☐ 16-17

**Which style do you like the most? \***



☐ Traditional with towers, slides, and platforms



☐ Abstract and Modern with fewer platforms

**Which colors do you like the most? \***



☐ Natural including boulders, logs, and more natural looking areas



☐ Modern Colors



☐ Natural Colors



**Primary Colors**

Which play equipment would you like to have at your favorite playground? Select as many as you'd like.



☐ Monkey Bar Option 1



☐ Monkey Bar Option 2



☐ Swing Option 3



☐ Spinner Option 1



☐ Slide Option 3



☐ Slide Option 4



☐ Monkey Bar Option 3



☐ See Saw



☐ Spinner Option 2



☐ Spinner Option 3



☐ Natural Play Feature



☐ Spring Rider



☐ Climber



☐ Climbing Wall



☐ Play Panel



☐ Musical Play



☐ Swing Option 1



☐ Swing Option 2



☐ Slide Option 1



☐ Slide Option 2

**Select your favorite playgrounds in the City of Elk River that you visit regularly and enjoy**

- ☐ Baldwin Park
- ☐ Barrington Park
- ☐ Country Crossing Park
- ☐ Deerfield Hill Park
- ☐ Fresno Park
- ☐ Highlands Park
- ☐ Kliever Lake Fields
- ☐ Kliever Pointe Park
- ☐ Lion John Weicht Park
- ☐ Meadow Park
- ☐ Meadowvale Heights Park
- ☐ Mississippi Oaks Park
- ☐ Orono Park
- ☐ Riverplace Park
- ☐ Trott Brook Farms Park
- ☐ West Oaks Park
- ☐ Windsor Park
- ☐ Woodland Trails Regional Park (Nature Play Area)

**What types of recreational activities do you think should be offered at our future playgrounds? (i.e. pop-up games, staff-led programs)**

Your answer

**Is there unique historical or cultural information related to our community that you could envision carrying over into the new playground design?**

Your answer

**If you are a caregiver/parent, which features at a playground make your visit more enjoyable and comfortable?**

- ☐ Shade
- ☐ Tables
- ☐ Seating
- ☐ Changing Rooms
- ☐ Bathrooms
- ☐ Water Fountains
- ☐ Other:

**If you attend playgrounds with large groups or organizations, what are unique needs and preferences you may have?**

- ☐ Bus Parking
- ☐ Group-Size Benches/Seating
- ☐ Water Bottle Station
- ☐ Changing Rooms
- ☐ Other: \_\_\_\_\_

**Are you interested in ADA and/or sensory friendly equipment? If so, please list specific features that would fit those needs.**

Your answer \_\_\_\_\_

**Do you have any comments or suggestions?**

Your answer \_\_\_\_\_

**Are you interested in receiving future communications regarding the Play My Way campaign?**

- ☐ Yes
- ☐ No

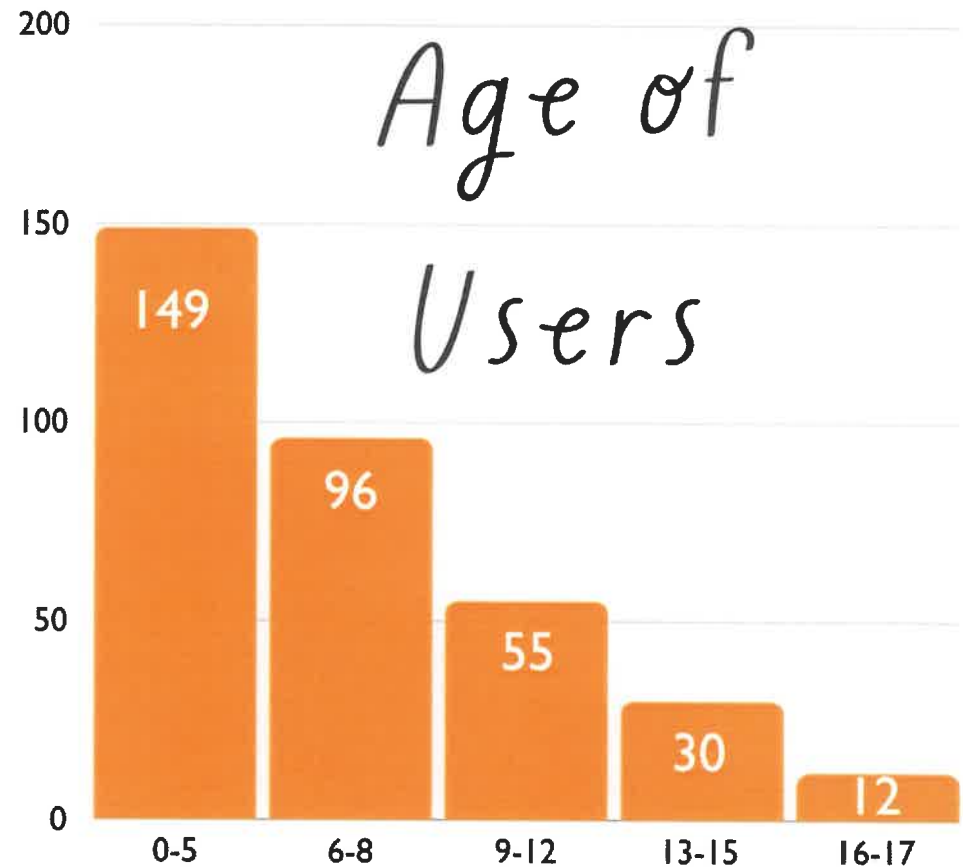
# Survey Results

208

RESPONSES

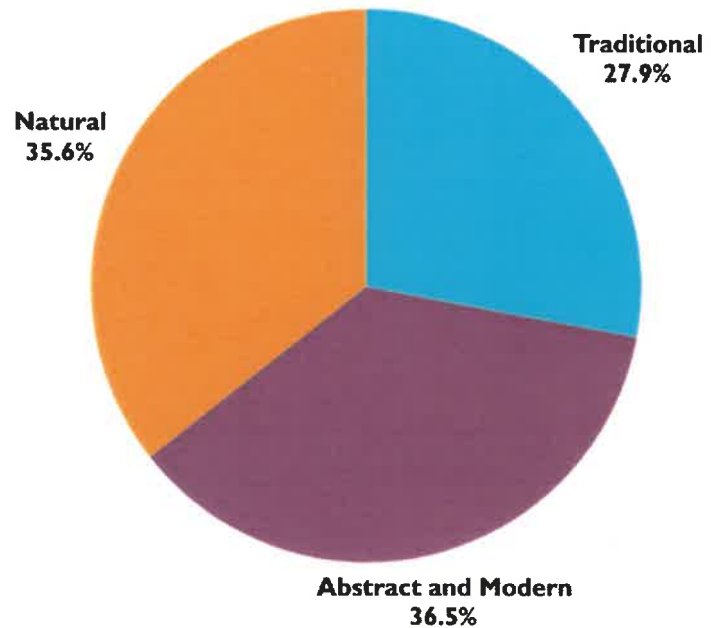
187

55330 ZIP CODES

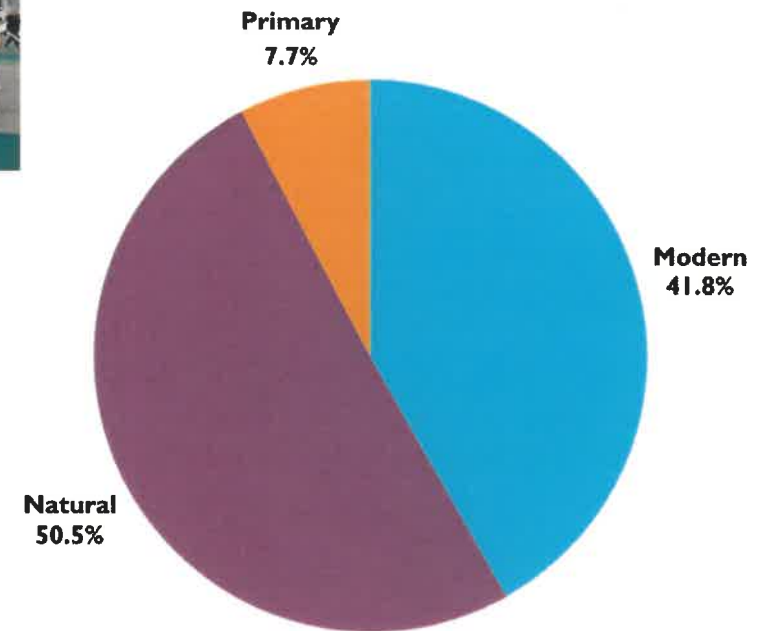


# Survey Results

## Style

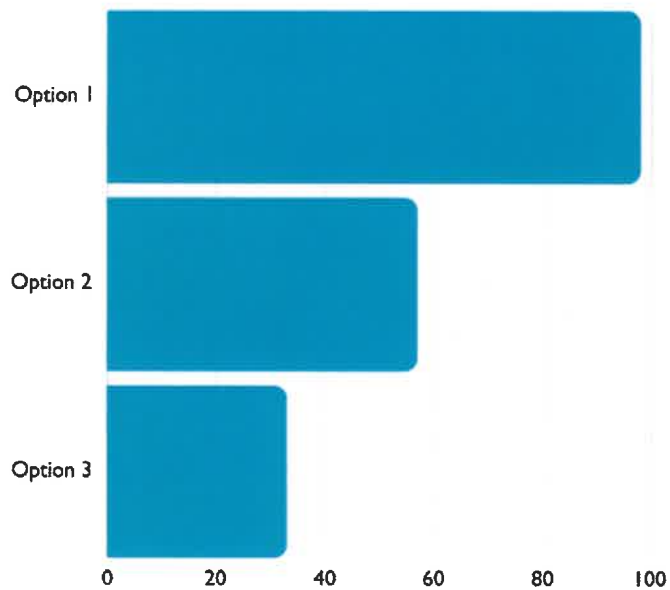


## Colors

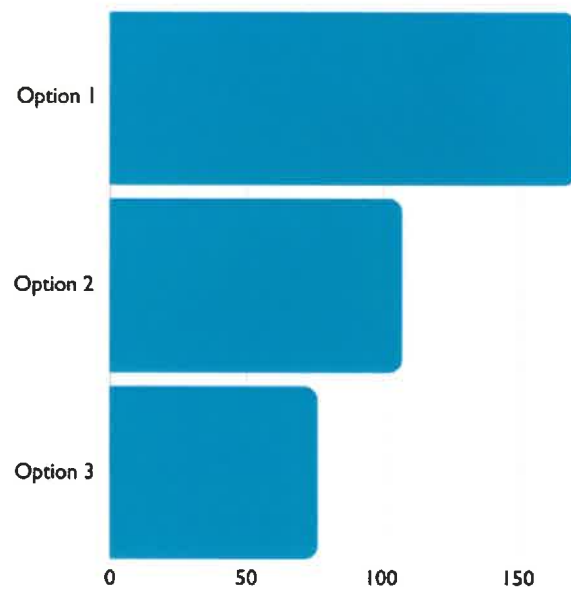


# Survey Results

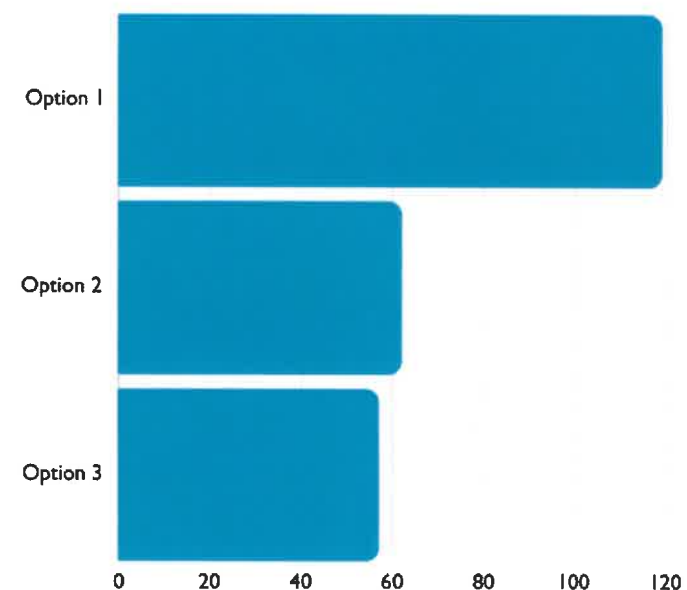
## Monkey Bars



## Swings

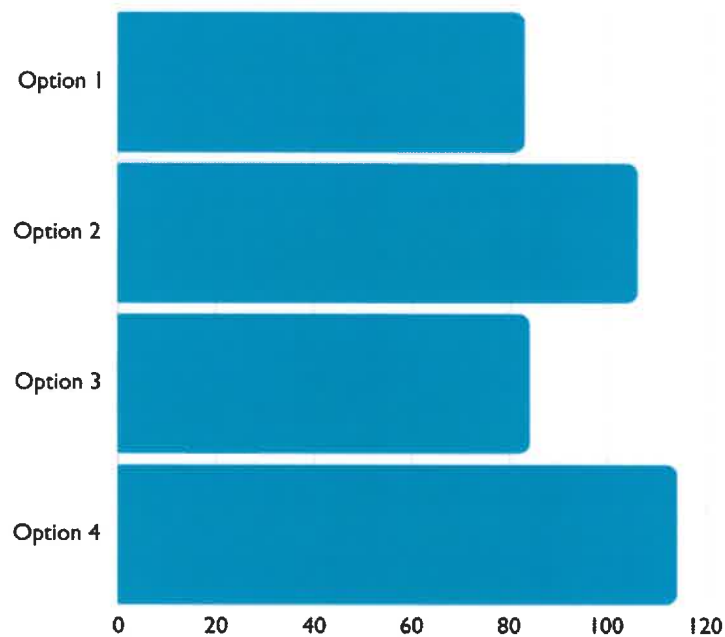


## Spinners

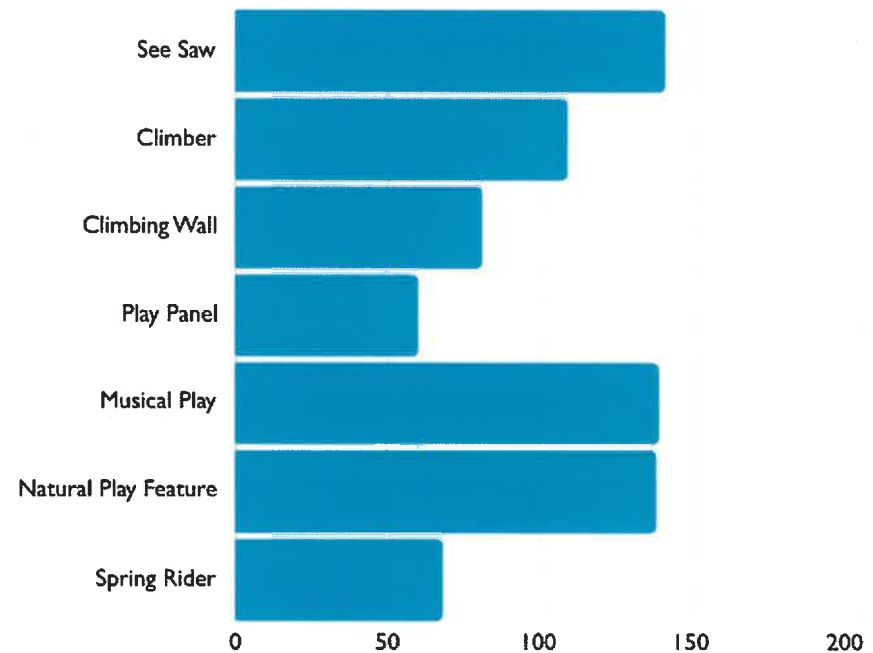


# Survey Results

## Slides



## Other Options



# Survey Results

## Written Answers

Zipline\*

Baby swing attached to parent swing\*

Inclusive play for physical disabilities\*

Really tall slides for bigger kids

Maze-like structures for kids to climb through

Balance lily pads

Splash pad\*

Elk statue to climb

Playhouse/imaginative play area

Swings with 5-point harnesses

Tire swings

Basketball and pickleball courts

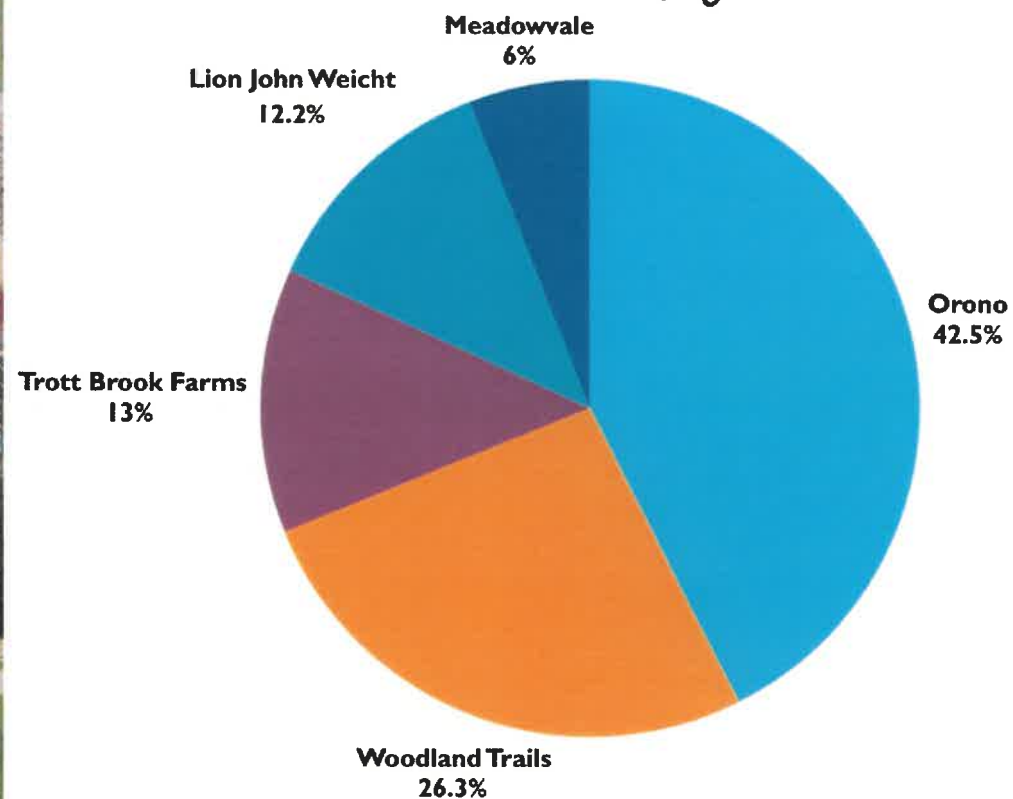
\*Received 3+ comments for this feature



# Survey Results



## Favorite Playgrounds



# Survey Results

*What type of recreational activities should be offered?*



# Survey Results

## Activity Ideas

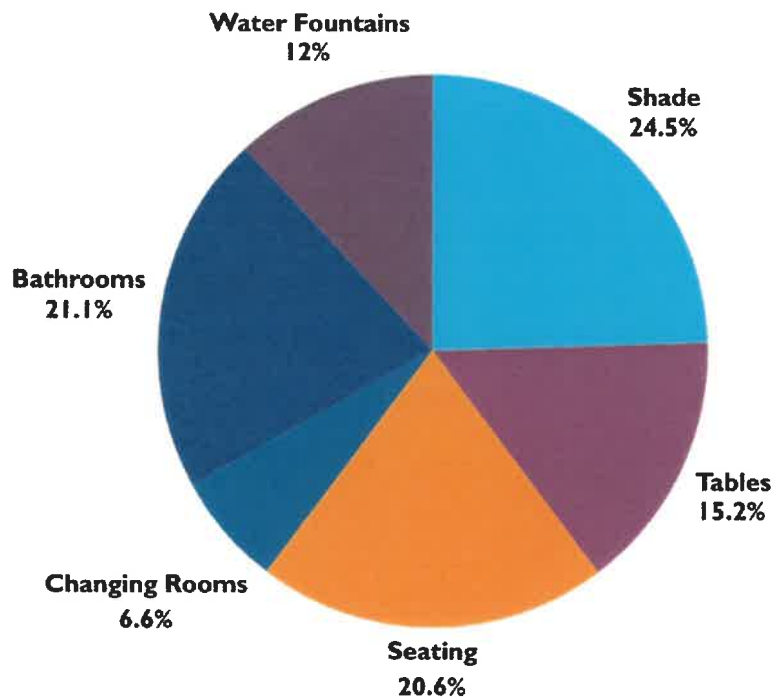
Yoga Tours  
Story Walks  
Geocaching  
Scavenger Hunts  
Non-Work Hour Programs and Events  
Safety Training for Wheels  
Fitness Groups  
Kickball  
Cornhole  
Temporary Theme Areas  
Sensory  
Food Trucks

## Historical Elements

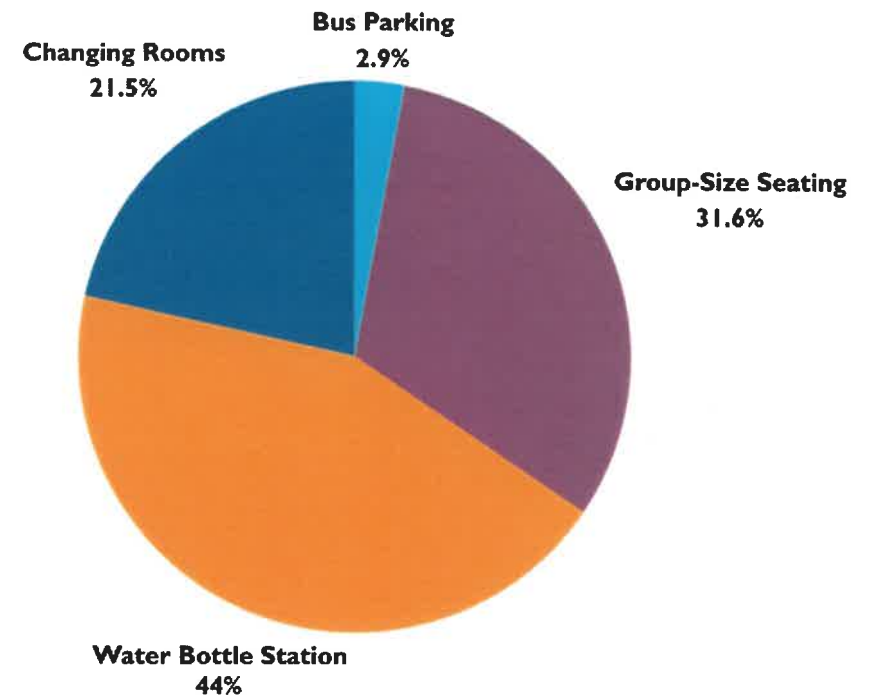
Elk-Themed Features  
Rivers  
Tall Trees  
Plants and Flowers  
Honor Wahpekute (Natives of our Land)  
Bugs or Animals Hidden On Equipment  
Elk River Themed Scavenger Hunts  
Landscape Structures like The Quantis  
Learn How Rivers Works  
American Flag  
Historical Plaques  
Natural Materials

# Survey Results

**Which features at a playground make your visit more enjoyable and comfortable?**



**If attending with a large group, what are unique needs and preferences you may have?**



# Survey Results

## Comments from the Previous Questions

|                                        |                                                         |
|----------------------------------------|---------------------------------------------------------|
| Tar shavings instead of wood chips     | Bathrooms with ADA compliance                           |
| No giant drop-offs or dangerous slides | Sustainable materials                                   |
| Toddler-specific play areas            | Picnic tables                                           |
| Visibility for watching multiple kids  | Paths and sidewalks to walk in a circle while kids play |

## ADA or Sensory Friendly Equipment Comments

Paved paths - no mulch/woodchips/rubber mulch  
Playground similar to Promise Park in Buffalo  
Sensory integration (spinning and swinging equipment for vestibular stimulation)  
Wheelchair friendly equipment (swing, merry-go-round, and changing spaces)  
Lower to the ground swings  
Tactile related for less coordinated/delayed in motor skills  
Less tall heights on the structures  
Slides that do not solely require access via climbing ropes or climbing walls

## Overall Response

Disappointment that our parks did not already have enough ADA features. All commenters agreed this is a priority even if it doesn't directly impact their family. One parent expressed their desire for such equipment so their children can play with ALL abilities.

# Survey Results

## Comments and Suggestion Summary

- Bathrooms near the play area that allows parents to keep an eye on children still playing
- Someone who knows ADA to help plan
- Indoor play option for the winter
- Walkability and safety
- Unique, fun, and wide variety of experiences
- Water features
- Little libraries
- Fenced in
- Flat surface rink for beginner skateboarders

13

WANT SAFE  
OPTIONS FOR AGE  
5 AND UNDER

16

WANT A PARK AT  
MISKE MEADOWS

## Looking to Be Involved

46.6% of survey participants marked they would like to receive future communications regarding this campaign and shared their email address.

## **Additional Parks Mentioned for Enhancing Playgrounds**

DEERFIELD

WINDSOR

WEST OAKS

MISSISSIPPI OAKS

WOODLANDS

COUNTRY

CROSSING

FRESNO

MEADOWVALE





## Memorandum

**To:** Parks and Recreation Commission

**From:** Jeff Shelby, Parks and Recreation Manager

**Date:** November 13, 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.

### Farmers Market

The winter market is now under way and takes place the first Thursday of the month from 3pm to 6pm at the Elk River YMCA from November through May. We have a great lineup of vendors and the partnership for promotional token reimbursements with Elk River Fire Foundation will continue for this season as it did last year.

### Upcoming Events

The downtown trick or treat was extremely well-attended and a big success. The winter display and tree will go up on Main Street on November 18<sup>th</sup>. The tree lighting will be held Thursday November 21<sup>st</sup>.

### Parks

Construction started at Rivers Edge on November 6<sup>th</sup>. The contractor expects to be on site for about 3 weeks and then will return in the spring for approximately 1 week to lay sod and provide the final touches.

### Senior Activity Center

The center offered 4 different presentations including a well-attended session on the Salem Witch Trials. The center offered 3 art classes that all filled to capacity. Members also took a trip to Excelsior to ride on the streetcar and enjoy a historical walking tour and lunch.

We are now selling 2025 members and on Tuesday December 10<sup>th</sup>, we plan to host a member drive from 9am to 12pm.

We interviewed several candidates for the Senior Activity Center Assistant position and are currently in background on the selected candidate.

### Fall Programs

Winter adult league registration opened on November 1 for women's volleyball, co-ed volleyball, and men's basketball. Prep work for other programs and warming houses is in full swing.

### **Emergency Action Plan**

Warren has started working on a framework for an Emergency Action Plan for the athletic complexes. After that plan is complete, we'll be bringing that forth to the commission in early 2025 for input and recommendations.

### **Summer Concert Series**

Staff has arranged for 8 bands on the 8 selected dates for the summer concert series and contracts are currently being executed for each of those selected bands.

| Date    | Theme/Genre          |
|---------|----------------------|
| 6-12-25 | Big Band, Funk, Jazz |
| 6-26-25 | Pop Country          |
| 7-10-25 | 80's Hair Metal      |
| 7-17-25 | 70's Disco           |
| 7-24-25 | 90's Rock            |
| 7-31-25 | Dance, Hip Hop, Rock |
| 8-7-25  | Blues                |
| 8-14-25 | Classic Rock         |



# Request for Action

**To**  
Parks and Recreation Commission

**Item Number**  
12.1

**Meeting Date**  
November 13, 2024

**Prepared By**  
Jeff Shelby, Recreation Manager

**Item Description**  
2025 Capital Improvement

**Reviewed by**  
Jeff Shelby  
Joe Stremcha

**Action Requested**  
Discuss potential park improvements and associated costs for 2025.

## Background/Discussion

The Park Dedication Fund cash balance has decreased from last year to a current balance of about \$1,025,000 as of 9/30/2024. Projects planned for 2025 include consultant fees for park development on the Jackson Street water tower property, paving the parking lot at Hillside Park, and trail development.

The Park Improvement Fund funds the replacement and maintenance of park amenities with an annual \$250,000 transfer from the Liquor Fund. The projects prioritized by the Parks & Recreation Commission for 2025 include replacing basketball courts at Kliever Lake Fields and Deerfield/Ridgewood, updating the Parks and Recreation Master Plan, and miscellaneous equipment replacement at several parks.

**Financial Impact**  
Expenses vary based on individual projects.

**Mission/Policy/Goal**  
Responsible for every dollar - good stewards.

**Attachments**  
I. CIP Budget Details

## The Elk River Vision

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



2025 through 2029  
**Capital Improvement Plan**  
 Elk River, Minnesota  
**Projects By Funding Source Summary**

| Source                                     | Project # | Priority | 2025             | 2026             | 2027           | 2028             | 2029           | Total            |
|--------------------------------------------|-----------|----------|------------------|------------------|----------------|------------------|----------------|------------------|
| <b>Park Dedication</b>                     |           |          |                  |                  |                |                  |                |                  |
| County Projects - Cost Share               | II-20     | 1        | 275,000          |                  |                |                  |                | 275,000          |
| Highway 10 Mississippi River Trail         | PDF 25-2  | 1        | 200,000          |                  |                |                  |                | 200,000          |
| Hillside Park Parking Lot                  | PDF 25-1  | 1        | 250,000          |                  |                |                  |                | 250,000          |
| Jackson Street Water Tower Park            | PDF 25-3  |          | 25,000           |                  |                |                  |                | 25,000           |
| Oak Knoll Athletic Complex                 | PDF 28-1  | 1        |                  |                  |                | 450,000          |                | 450,000          |
| Plants and Things Recreation Complex       | PIF 28-2  | 1        | 35,000           | 35,000           | 35,000         | 35,000           | 35,000         | 175,000          |
| <b>Park Dedication Total</b>               |           |          | <b>785,000</b>   | <b>35,000</b>    | <b>35,000</b>  | <b>485,000</b>   | <b>35,000</b>  | <b>1,375,000</b> |
| <b>Park Improvement</b>                    |           |          |                  |                  |                |                  |                |                  |
| Basketball Court - Kliever Lake Fields     | PIF 24-2  | 1        | 50,000           |                  |                |                  |                | 50,000           |
| Basketball Courts - Deerfield/Ridgewood    | PIF 25-1  | 1        | 30,000           |                  | 50,000         |                  |                | 80,000           |
| City Parks Capital                         | PIF-25-29 |          | 325,000          | 605,000          | 444,000        | 1,265,000        | 926,800        | 3,565,800        |
| Lions Park Shelters                        | PIF 26-2  | 1        |                  | 300,000          |                |                  |                | 300,000          |
| Nature Play - Woodland Trails              | PIF 25-2  | 1        |                  |                  |                | 75,000           |                | 75,000           |
| Park Improvement - Miscellaneous           | PIF 23-27 | 1        | 16,250           | 16,250           | 10,000         |                  |                | 42,500           |
| Parks & Recreation Master Plan             | PIF 25-3  | 1        | 100,000          |                  |                |                  |                | 100,000          |
| Playground/Basketball Court - Riverplace   | PIF 26-1  | 1        |                  | 185,000          |                |                  |                | 185,000          |
| Playgrounds - Country Crossing/Trott Brook | PIF 24-1  | 1        |                  |                  | 125,000        |                  |                | 125,000          |
| Playgrounds - Fresno/Mississippi Oaks      | PIF 27-1  | 1        |                  |                  | 190,000        |                  |                | 190,000          |
| Rivers Edge Park Fountain                  | PIF 27-2  | 1        |                  |                  | 75,000         |                  |                | 75,000           |
| <b>Park Improvement Total</b>              |           |          | <b>521,250</b>   | <b>1,106,250</b> | <b>894,000</b> | <b>1,340,000</b> | <b>926,800</b> | <b>4,788,300</b> |
| <b>GRAND TOTAL</b>                         |           |          | <b>1,306,250</b> | <b>1,141,250</b> | <b>929,000</b> | <b>1,825,000</b> | <b>961,800</b> | <b>6,163,300</b> |

**City of Elk River  
Park Improvement Fund**

|                                                                   | <u>2025<br/>Estimate</u> | <u>2026<br/>Estimate</u> | <u>2027<br/>Estimate</u> | <u>2028<br/>Estimate</u> | <u>2029<br/>Estimate</u> |
|-------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Cash Balance - Beginning</b>                                   | <b>\$390,121</b>         | <b>\$133,071</b>         | <b>(\$720,679)</b>       | <b>(\$1,363,679)</b>     | <b>(\$2,452,679)</b>     |
| <b>Revenues:</b>                                                  |                          |                          |                          |                          |                          |
| Interest Income                                                   | 6,000                    | 2,500                    | 1,000                    | 1,000                    | 1,000                    |
| Lacrosse - Oak Knoll Lights                                       | 4,450                    | -                        | -                        | -                        | -                        |
| Sponsorships                                                      | 38,750                   | 35,000                   | 35,000                   | 35,000                   | 35,000                   |
| Transfer In-Liquor Fund                                           | 250,000                  | 250,000                  | 250,000                  | 250,000                  | 250,000                  |
| <b>Total Revenues</b>                                             | <b>299,200</b>           | <b>287,500</b>           | <b>286,000</b>           | <b>286,000</b>           | <b>286,000</b>           |
| <b>Expenditures:</b>                                              |                          |                          |                          |                          |                          |
| Parks and Recreation master plan                                  | 100,000                  | -                        | -                        | -                        | -                        |
| WHHCA Friends of the Mississippi partnership                      | 6,250                    | 6,250                    | -                        | -                        | -                        |
| Plants & Things Recreational Complex                              | 35,000                   | 35,000                   | 35,000                   | 35,000                   | 35,000                   |
| Country Crossing playground                                       | -                        | -                        | 125,000                  | -                        | -                        |
| Deerfield basketball court                                        | -                        | -                        | 50,000                   | -                        | -                        |
| Ridgewood basketball court                                        | 30,000                   | -                        | -                        | -                        | -                        |
| Riverplace - playground/basketball court                          | -                        | 185,000                  | -                        | -                        | -                        |
| Kliever Lake Fields - basketball court                            | 50,000                   | -                        | -                        | -                        | -                        |
| Woodland Trails nature play area                                  | -                        | -                        | -                        | 75,000                   | -                        |
| Misc. projects                                                    | 10,000                   | 10,000                   | 10,000                   | -                        | -                        |
| Lions Park Shelters replacements (3)                              | -                        | 300,000                  | -                        | -                        | -                        |
| Fresno Park Playground                                            | -                        | -                        | 100,000                  | -                        | -                        |
| Mississippi Oaks Playground                                       | -                        | -                        | 90,000                   | -                        | -                        |
| Parks equip. replacement (playground, sport court, shelter, etc.) | 325,000                  | 605,000                  | 444,000                  | 1,265,000                | 926,800                  |
| Rivers Edge Park fountain                                         | -                        | -                        | 75,000                   | -                        | -                        |
| <b>Total Expenditures</b>                                         | <b>556,250</b>           | <b>1,141,250</b>         | <b>929,000</b>           | <b>1,375,000</b>         | <b>961,800</b>           |
| <b>Revenues over/(under) Expenditures</b>                         | <b>(257,050)</b>         | <b>(853,750)</b>         | <b>(643,000)</b>         | <b>(1,089,000)</b>       | <b>(675,800)</b>         |
| <b>Cash Balance - Ending</b>                                      | <b>\$133,071</b>         | <b>(\$720,679)</b>       | <b>(\$1,363,679)</b>     | <b>(\$2,452,679)</b>     | <b>(\$3,128,479)</b>     |

**City of Elk River  
Park Dedication Fund**

|                                           | <b>2025<br/>Estimate</b> | <b>2026<br/>Estimate</b> | <b>2027<br/>Estimate</b> | <b>2028<br/>Estimate</b> | <b>2029<br/>Estimate</b> |
|-------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Cash Balance - Beginning</b>           | <b>\$1,017,386</b>       | <b>\$464,166</b>         | <b>\$650,946</b>         | <b>\$841,226</b>         | <b>\$584,506</b>         |
| <b>Revenues:</b>                          |                          |                          |                          |                          |                          |
| Park dedication                           | 150,000                  | 150,000                  | 150,000                  | 150,000                  | 150,000                  |
| Sale of property - Pinewood CD            | 28,780                   | 28,780                   | 28,780                   | 28,780                   | 28,780                   |
| Interest                                  | 18,000                   | 8,000                    | 11,500                   | 14,500                   | 10,000                   |
| <b>Total Revenues</b>                     | <b>196,780</b>           | <b>186,780</b>           | <b>190,280</b>           | <b>193,280</b>           | <b>188,780</b>           |
| <b>Expenditures:</b>                      |                          |                          |                          |                          |                          |
| Playground - Lions Park                   | -                        | -                        | -                        | -                        | -                        |
| AED's (2)                                 | -                        | -                        | -                        | -                        | -                        |
| County Projects - Cost share              | 275,000                  | -                        | -                        | -                        | -                        |
| Hillside Parking Lot                      | 250,000                  | -                        | -                        | -                        | -                        |
| Highway 10 Trail                          | 200,000                  | -                        | -                        | -                        | -                        |
| Oak Knoll Athletic Complex                | -                        | -                        | -                        | 450,000                  | -                        |
| Trail Development                         | -                        | -                        | -                        | -                        | -                        |
| Jackson Street Water Tower Park           | 25,000                   | -                        | -                        | -                        | -                        |
| <b>Total Expenditures</b>                 | <b>750,000</b>           | <b>-</b>                 | <b>-</b>                 | <b>450,000</b>           | <b>-</b>                 |
| <b>Revenues over/(under) Expenditures</b> | <b>(553,220)</b>         | <b>186,780</b>           | <b>190,280</b>           | <b>(256,720)</b>         | <b>188,780</b>           |
| <b>Cash Balance - Ending</b>              | <b>\$464,166</b>         | <b>\$650,946</b>         | <b>\$841,226</b>         | <b>\$584,506</b>         | <b>\$773,286</b>         |

2025 thru 2029

# Capital Improvement Plan

## Elk River, Minnesota

Project # PDF 25-1  
Project Name Hillside Park Parking Lot

|            |                   |             |                |
|------------|-------------------|-------------|----------------|
| Department | Park Dedication   | Type        | Infrastructure |
| Category   | Park Improvements | Priority    | n/a            |
| Status     | Active            | Useful Life | 15 years       |

Description

Construct a paved parking lot at Hillside Park including curb and gutter.

Justification

A paved parking lot at Hillside Park is recommended in the Hillside Park Master Plan approved by city council November 2016.

| Expenditures | 2025    | 2026 | 2027 | 2028 | 2029 | Total   |
|--------------|---------|------|------|------|------|---------|
| Parking Lot  | 250,000 | 0    | 0    | 0    | 0    | 250,000 |
| Total        | 250,000 | 0    | 0    | 0    | 0    | 250,000 |

| Funding Sources | 2025    | 2026 | 2027 | 2028 | 2029 | Total   |
|-----------------|---------|------|------|------|------|---------|
| Park Dedication | 250,000 | 0    | 0    | 0    | 0    | 250,000 |
| Total           | 250,000 | 0    | 0    | 0    | 0    | 250,000 |

2025 thru 2029

Capital Improvement Plan

Elk River, Minnesota

Project # PDF 25-2

Project Name Highway 10 Mississippi River Trail

|            |                    |             |             |
|------------|--------------------|-------------|-------------|
| Department | Park Dedication    | Type        | Improvement |
| Category   | Trail Improvements | Priority    | n/a         |
| Status     | Active             | Useful Life | 20 years    |

Description

Highway 10 Mississippi River Trail

Justification

The trail is recommended in the Trails Master Plan

| Expenditures | 2025    | 2026 | 2027 | 2028 | 2029 | Total   |
|--------------|---------|------|------|------|------|---------|
| Trails       | 200,000 | 0    | 0    | 0    | 0    | 200,000 |
| Total        | 200,000 | 0    | 0    | 0    | 0    | 200,000 |

| Funding Sources | 2025    | 2026 | 2027 | 2028 | 2029 | Total   |
|-----------------|---------|------|------|------|------|---------|
| Park Dedication | 200,000 | 0    | 0    | 0    | 0    | 200,000 |
| Total           | 200,000 | 0    | 0    | 0    | 0    | 200,000 |

2025 thru 2029

**Capital Improvement Plan**

**Elk River, Minnesota**

Project # PIF 23-27

Project Name Park Improvement - Miscellaneous

|            |                   |             |             |
|------------|-------------------|-------------|-------------|
| Department | Park Improvement  | Type        | Improvement |
| Category   | Park Improvements | Priority    | n/a         |
| Status     | Active            | Useful Life | None        |

Description

WHHCA - Friends of the Mississippi partnership - \$6,250 Miscellaneous park projects - \$10,000

Justification

Various park improvement expenditures

| Expenditures | 2025   | 2026   | 2027   | 2028 | 2029 | Total  |
|--------------|--------|--------|--------|------|------|--------|
| Other        | 16,250 | 16,250 | 10,000 | 0    | 0    | 42,500 |
| Total        | 16,250 | 16,250 | 10,000 | 0    | 0    | 42,500 |

| Funding Sources  | 2025   | 2026   | 2027   | 2028 | 2029 | Total  |
|------------------|--------|--------|--------|------|------|--------|
| Park Improvement | 16,250 | 16,250 | 10,000 | 0    | 0    | 42,500 |
| Total            | 16,250 | 16,250 | 10,000 | 0    | 0    | 42,500 |

2025 thru 2029

Capital Improvement Plan

Elk River, Minnesota

|              |                                      |             |             |
|--------------|--------------------------------------|-------------|-------------|
| Project #    | PIF 28-2                             |             |             |
| Project Name | Plants and Things Recreation Complex |             |             |
| Department   | Park Improvement                     | Type        | Improvement |
| Category     | Park Improvements                    | Priority    | n/a         |
| Status       | Active                               | Useful Life | 15 years    |

Description

Make improvements to the Plants and Things Recreation Complex.

Justification

The improvements made to the Plants and Things Recreation Complex are based on the recommendations in the Athletic Facilities Master Plan.

| Expenditures |  | 2025   | 2026   | 2027   | 2028   | 2029   | Total   |
|--------------|--|--------|--------|--------|--------|--------|---------|
| Improvements |  | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 175,000 |
| Total        |  | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 175,000 |

| Funding Sources |  | 2025   | 2026   | 2027   | 2028   | 2029   | Total   |
|-----------------|--|--------|--------|--------|--------|--------|---------|
| Park Dedication |  | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 175,000 |
| Total           |  | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 175,000 |

# Capital Improvement Plan

## Elk River, Minnesota

|            |                   |             |             |
|------------|-------------------|-------------|-------------|
| Department | Park Improvement  | Type        | Improvement |
| Category   | Park Improvements | Priority    | n/a         |
| Status     | Active            | Useful Life | 15 years    |

### Replace basketball court at Kliever Lake Fields

Annual maintenance/repairs of our park system.

| Funding Sources  | 2025          | 2026     | 2027     | 2028     | 2029     | Total         |
|------------------|---------------|----------|----------|----------|----------|---------------|
| Park Improvement | 50,000        | 0        | 0        | 0        | 0        | 50,000        |
| <b>Total</b>     | <b>50,000</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>50,000</b> |

2025 thru 2029

Capital Improvement Plan

Elk River, Minnesota

Project # PIF 25-1

Project Name Basketball Courts - Deerfield/Ridgewood

|            |                   |             |             |
|------------|-------------------|-------------|-------------|
| Department | Park Improvement  | Type        | Improvement |
| Category   | Park Improvements | Priority    | n/a         |
| Status     | Active            | Useful Life | 15 years    |

Description

Replace basketball courts at Deerfield (\$50,000) and Ridgewood (\$30,000) parks

Justification

Annual maintenance/repairs of our park system.

| Expenditures | 2025   | 2026 | 2027   | 2028 | 2029 | Total  |
|--------------|--------|------|--------|------|------|--------|
| Improvements | 30,000 | 0    | 50,000 | 0    | 0    | 80,000 |
| Total        | 30,000 | 0    | 50,000 | 0    | 0    | 80,000 |

| Funding Sources  | 2025   | 2026 | 2027   | 2028 | 2029 | Total  |
|------------------|--------|------|--------|------|------|--------|
| Park Improvement | 30,000 | 0    | 50,000 | 0    | 0    | 80,000 |
| Total            | 30,000 | 0    | 50,000 | 0    | 0    | 80,000 |

2025 thru 2029

**Capital Improvement Plan**

**Elk River, Minnesota**

|              |                      |            |                   |
|--------------|----------------------|------------|-------------------|
| Project #    | PIF-25-29            |            |                   |
| Project Name | City Parks Capital   |            |                   |
| Contact      | Park & Rec. Director | Department | Park Improvement  |
| Type         | Equipment            | Category   | Park Improvements |
| Status       | Active               |            |                   |

Description

Playground, sport court, shelter, fencing, lighting, irrigation repairs/replacements

Justification

Replace aging capital equipment at city parks

| Expenditures | 2025    | 2026    | 2027    | 2028      | 2029    | Total     |
|--------------|---------|---------|---------|-----------|---------|-----------|
| Improvements | 325,000 | 605,000 | 444,000 | 1,265,000 | 926,800 | 3,565,800 |
| Total        | 325,000 | 605,000 | 444,000 | 1,265,000 | 926,800 | 3,565,800 |

| Funding Sources  | 2025    | 2026    | 2027    | 2028      | 2029    | Total     |
|------------------|---------|---------|---------|-----------|---------|-----------|
| Park Improvement | 325,000 | 605,000 | 444,000 | 1,265,000 | 926,800 | 3,565,800 |
| Total            | 325,000 | 605,000 | 444,000 | 1,265,000 | 926,800 | 3,565,800 |

2025 thru 2029

# Capital Improvement Plan

## Elk River, Minnesota

Project # PIF 25-3  
Project Name Parks & Recreation Master Plan

|            |                   |             |       |
|------------|-------------------|-------------|-------|
| Department | Park Improvement  | Type        | Study |
| Category   | Park Improvements | Priority    | n/a   |
| Status     | Active            | Useful Life | None  |

**Description**

A Parks and Recreation Master Plan will provide direction for the city council, the parks and recreation commission and city staff to guide them in the big picture decision making that will impact the parks and recreation system. The key components are the community engagement and a statistically-valid community survey. It should also include relevant influencing trends, program analysis, level of service analysis, financial analysis, action plan and initiatives, task execution and priority actions.

**Justification**

The Comprehensive Plan adopted October 2021 recommends the city update the Parks and Recreation Master Plan. The Parks Master Plan was adopted in 2015 and many projects identified in the plan such as the improvements to Orono Park are completed. The city should update the plan to identify new parks and recreation needs in the community as it grows.

| Expenditures | 2025    | 2026 | 2027 | 2028 | 2029 | Total   |
|--------------|---------|------|------|------|------|---------|
| Study        | 100,000 | 0    | 0    | 0    | 0    | 100,000 |
| Total        | 100,000 | 0    | 0    | 0    | 0    | 100,000 |

| Funding Sources  | 2025    | 2026 | 2027 | 2028 | 2029 | Total   |
|------------------|---------|------|------|------|------|---------|
| Park Improvement | 100,000 | 0    | 0    | 0    | 0    | 100,000 |
| Total            | 100,000 | 0    | 0    | 0    | 0    | 100,000 |

**Capital Improvement Plan**

Elk River, Minnesota

Project # PDF 25-3  
 Project Name Jackson Street Water Tower Park

Contact Planning Manager Department Planning  
 Type Improvement Category Park Improvements  
 Status Active

**Description**

Hire a consultant to assist the city with preparation of plans for improvements to the Jackson Street Water Tower property.

**Justification**

The Jackson Street Water Tower has played a pivotal role in the history and development of the City of Elk River. The city has already gone to great lengths to repair and restore the structure to an original condition. The Heritage Preservation Commission would like to further develop the site to educate residents on the history of the tower and the city as a whole. The vision includes landscape improvements (vegetation, sitting areas, short walk, etc.) and interpretive signage. The initial project would develop the site plans and provide the city with plans and specifications for development and grant applications.

| <b>Expenditures</b> | <b>2025</b>   | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>2029</b> | <b>Total</b>  |
|---------------------|---------------|-------------|-------------|-------------|-------------|---------------|
| Design              | 25,000        | 0           | 0           | 0           | 0           | 25,000        |
| <b>Total</b>        | <b>25,000</b> | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>25,000</b> |

| <b>Funding Sources</b> | <b>2025</b>   | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>2029</b> | <b>Total</b>  |
|------------------------|---------------|-------------|-------------|-------------|-------------|---------------|
| Park Dedication        | 25,000        | 0           | 0           | 0           | 0           | 25,000        |
| <b>Total</b>           | <b>25,000</b> | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>25,000</b> |