



Regular Meeting
Agenda

- Regular meeting in Council Chambers
-

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSIDER MINUTES

4.1 Parks and Recreation Commission Meeting Minutes 11-13-2024

4.2 Parks and Recreation Special Meeting Minutes 11-20-2024

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 Park Dedication for Norrgard Wooded Acres

6.2 PID 75-00128-4200

6.3 PID 75-00131-2100

7. DISCUSSION ITEMS

7.1 Horse Ordinance

8. RECREATION MANAGER UPDATE

8.1 Parks and Recreation Manager Update

9. ANNOUNCEMENTS

10. MOTION TO ADJOURN



**Meeting of the Elk River
Parks and Recreation Commission
Held at the Elk River City Hall
November 13, 2024**

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

Members Absent: Jill Varty, Councilmember Mike Beyer

Council Liaison:

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 Loidolt and seconded by Commissioner Stewart to approve the November 13, 2024, Parks and Recreation Commission Meeting Agenda. Motion carried 5-0.

4. Consider Minutes

4.1 October 9, 2024, Parks and Recreation Commission Minutes

Moved by Commissioner Fermoye and seconded by Commissioner Goodwin to approve the October 9, 2024, Parks and Recreation Commission Minutes. Motion carried 5-0.

5. Open Forum

6. Action Items

6.1 2025 Rental Fees

Mr. Shelby presented his report. Secretary Larson provided a handout showing the shelter rental total comparisons between 2023 and 2024. Commissioner Goodwin asked if staff did comparison research with other cities and Mr. Shelby confirmed we did. Mr. Shelby shared that he believed last time the rates were raised was at the end of 2022.

Moved by Commissioner Fermoye and seconded by Commissioner Loidolt to approve the recommendation to the City Council to set shelter/pavilion rental fees for 2025 as presented. Motion carried 5-0.

7. Discussion Items

7.1 Maher Property

Mr. Shelby presented his report. Chair Anderson explained that anytime the Commission and City of Elk River consider adding park land to the system it is a process. He shared that the process should start with being brought before the commission and then be discussed in future meetings. He also brought up that it is hard to foresee opportunities of adding park land during master plan creation process since the potential park land may not be available at that time.

Chair Anderson pointed out that John Maher, the owner of the potential park property being discussed currently accessed his property via a gated off dirt path at the end of the cul de sac within Camp Cozy. He pointed out that the current owner is looking to sell the property so potentially move south.

Commissioner Fermoyle asked what would happen to the house. Chair Anderson said it would most likely be demolished. He shared that the house sits about thirty inches above the river and does not flood unless there is an ice dam. Commissioners Stewart and Loidolt said they have walked the property before. Commissioner Niziolek said that anytime there is riverfront property that becomes available it is very important for the commission to take a look at it. Commissioner Niziolek said that this property would provide good canoe access to the river.

Chair Anderson said he has canoed by the property many times and said it is very doable and there is even some little whitewater upstream. He said it would be a good area for a picnic spot with a potential reservable shelter. Commissioner Loidolt asked where the funds for this would come from. Mr. Stremcha said that the money could come from either park improvement or park dedication. Chair Anderson said the owner is talking about \$80,000 and the demolition of the house would be an additional cost.

Commissioner Stewart asked when the sale would take place. Chair Anderson said the owner would prefer that the city purchase it so he would be willing to wait a bit. He is the unofficial park steward of Camp Cozy and has been mowing the trails on his own with his own trailer for years. Commissioner Goodwin pointed out that we will be losing a good amenity in what the owner provides.

Mr. Shelby asked if the commissioners would like staff to go to the Council to discuss adding this land to the master plan and then have further discussions of purchase. It was a consensus of the commission to recommend to the council to include this property in the master plan for possible purchase.

7.2 Nystrom Property

Mr. Shelby presented his report. The total property available is about 20 acres. Mr. Shelby reviewed the trails on the sides of the property via the trail master plan slide included in the packet. Chair Anderson said the current owners would be interested in having a portion of the property be used for potential future park use.

The property could potentially be sold as one piece or split into three. Chair Anderson said he and staff are looking for input from the commission on whether there would be any interest to purchase it. The City of Elk River could potentially purchase 3 to 5 acres instead of the whole piece. Commissioner Fermoyle asked if

there is a current trail going through the property or just a potential trail connection. Chair Anderson shared that one potential use of the land would be to create a trail head for the great northern trail. Commissioner Loidolt suggested a potential disc golf course if they do the whole 20 acres. He shared that he feels they need more recreational areas in parks and not just park land. He feels it is important to consider the disc golfers requests that came forward with suggestions.

Chair Anderson said that the land still needs to be appraised. Mr. Stremcha said according to beacon the land was showing a value of around half a million. Commissioner Niziolek said that he does think they need a trail head, and that Meadowvale is not appropriate, so this could be an opportunity. He also thinks the Nystrom property has safer access to the GNT vs options south of County Rd. 1.

Mr. Stremcha asked for pros and cons of having the trailhead at the Nystrom property location it here vs. Woodland Trails Regional Park. Commissioner Niziolek said that most people want to start at the beginning of a trail which in this case would either be closer to downtown Elk River or Zimmerman vs. Woodland Trails.

Commissioner Niziolek shared that he thinks Woodland Trails Regional Park will continue to be a busy place and parking will reach capacity within the next 10 years. Chair Anderson said it is a complex discussion and there are pros and cons. Commissioner Goodwin said that she thinks that they should be clear and specific about why they would acquire the property it. i.e., if it was for disc golf or a trail head and what portion they would be looking at. She thinks that the price tag for the whole parcel is quite high to just make it a disc golf course. She said that she would be more interested in considering purchasing a smaller portion for a trailhead. Commissioner Goodwin would like to know more about what those details would look like such as how much land they would need and how much of the woods would have to be cleared.

Commissioner Loidolt said that they could do both at the same time. Commissioner Stewart asked if any of the commissioner have walked through the property. Chair Anderson said that the family would let them walk through the property if they wanted to.

Chair Anderson said it should be an action item in the future for this property to be potentially added to the master plan as well as the other property. He is a little concerned as to why they must be added to the master plan. Chair Anderson recommends that the entire commission go down to the two properties before any further recommendations. He also thinks they should bring the disc golfers to tour the Nystrom property.

Chair Anderson shared that he believes the Maher family would like the entire property to be sold at once. He would like to bring both topics back to a commission meeting as an action time before they make a recommendation to council. Commissioner Fermoye asked if they have concerns about the Maher property selling first. Chair Anderson said he just spoke with the owner, and he said he would wait for now to see what the City of Elk River will decide.

Chair Anderson said that he believes it should be an action item in the future. Mr. Stremcha confirmed that following the tours it the topic would be brought back as an action item to the commission and then carry on to council for master plan amendment and potential purchase. He asked the commission if they would like to get together to take a tour before December or January. The Commissioners decided that December 8th at 1:00pm would work for the majority of them, meeting at the Nystrom property first and then the Maher property. The commissioners requested that staff could reach out to disc golf groups to invite them on the Nystrom property tour.

8. Presentations, Awards, and Recognition

8.1 Play My Way

Mr. Shelby Presented his report. Secretary Larson explained the engagement pieces and summarized the results in a measurable manner for the commission to use when planning playground replacements in the CIP budgeting process.

9. Recreation Manager Update

9.1 Recreation Manager Update

Mr. Shelby presented his report.

10. Announcements

11. Motion to Adjourn Regular Meeting

Moved by Commissioner Fermoyle and seconded by Commissioner Stewart to adjourn the special meeting of the Parks and Recreation Commission at 7:43 pm. Motion carried 5-0.

12. Work Session

12.1 2025 Capital Improvement

The Commission reconvened for the work session at 7:50pm. Mr. Stremcha explained that grants could affect the budget projections by reducing the amount funded by the City and push out projects to fit the timeline of a larger project.

Commissioner Stewart asked if there was anything listed that they had already approved. Mr. Stremcha used the PT Complex sponsorship money and welcome plaza discussion at the previous meeting as an example. Chair Anderson said it is confusing what money is coming in vs. what is going out.

Chair Anderson asked why a summary of 2024 wasn't included to show how the beginning budget for 2025 was determined. Mr. Stremcha said we do not have 2024 with us tonight but can bring to a future discussion. Chair Anderson said he would like to see that.

Commissioner Loidolt pointed out that the ending balance of this year is at the top of the column for 2025 on each page. Mr. Stremcha said based on the commissions feedback tonight the goal would be to determine which of these projects is still a priority for 2025 or if anything should be pushed back.

Commissioner Loidolt asked about the Jackson Street Water Tower Park and why that was a line item in the parks and recreation budget since the commission had not heard about it before. Mr. Shelby explained that the topic had just come to staff recently as a historical landmark and there are potential grants to offset costs. Mr. Stremcha explained that there is more information to come on that project.

Chair Anderson explained to the group the difference between the capital improvement fund and capital improvement projects. Mr. Stremcha explained that the question on the table for discussion is whether the items listed are still priorities or does the commission recommend, they be postponed to future budget years etc. One example of this would be the parks and recreation framework plan.

Mr. Stremcha continued to explain that on one page is park improvements fund revenue and expenses, and the second page is park dedication fund and expenses. Ideally the commission could rank the expenditures and if not a priority, postpone the other items to future years. They are not currently in order of priority. Commissioner Goodwin asked if the items listed are set in stone and Chair Anderson said they are not. The Commission can give recommendations to avoid going into a negative balance.

Chair Anderson confirmed that the liquor store transfer is the only additional income they will have going forward. Chair Anderson would like staff to give their own recommendations for expenditures ranked by priority then the commission could have a clearer discussion. Commissioner Niziolek said that Ridgewood East Park basketball court may not need to be replaced so soon since the school nearby has several courts. He also suggested that since the Lion John Weicht Park shelters are used the least out of the parks maybe their replacement could be delayed.

Chair Anderson brought up whether a master plan is needed and is concerned about the amount of money currently in the budget for it. Commissioner Niziolek agreed. Chair Anderson and Commissioner Loidolt said that they need Mr. Baas, the Park Maintenance Foreman to be present to confirm if items need to be replaced or not.

Commissioner Goodwin asked if these replacement projections are absolute. Mr. Stremcha said that not necessarily- projects could be stretched out if they are not failing quite yet. Chair Anderson said that typically this input would come from staff but right now that is not available with recent staff changes but he feels the commission can still make a recommendation based on what they know.

Commissioner Loidolt said that these are placeholders that have been put in the schedule based on maintenance schedules and previous conversations, but it does not necessarily need to be done. There are items can be reevaluated by staff and pushed out. Commissioner Goodwin said it would be helpful to have Mr. Baas present. Mr. Stremcha said that Mr. Baas would be the one to determine if maintenance things can be pushed out or not.

Commissioner Loidolt shared that he thinks the commission and staff could use the Play my Way data to help determine the priorities in a master framework plan. The commissioners agreed that the line items of \$325,000 needs to be broken down into smaller categories so it is clear what the money would go for. Mr. Stremcha explained that with recent staff changes it has been hard to prepare the details.

Chair Anderson said they have never had a line item with such a high number without details of the cost. Chair Anderson would like to have seen these numbers sooner. Once staff have had a chance to look this over with Mr. Baas the commission would like to see what is in that \$325,000 total to be able to make clear choices on what could be taken out.

Chair Anderson asked if any of the commissioners have any projects in mind that are not currently on the list that they would like to add. Mr. Stremcha asked if the current items listed are a priority to the commissioners and if their goal is to be revenue neutral. Commissioner Stewart asked what the park dedication estimates comes from. Mr. Stremcha said Zach Carlton with the City of Elk River Planning department can provide



that information based on development projections i.e., Bradford Park and the Specht property that have recently been discussed. Chair Anderson asked for confirmation that park dedication is paid out at final plat not when homes are built. Mr. Stremcha confirmed.

The commission would like to see the details of the \$325,000 broken down before they give recommendations. It would be foolish to put the budget a million dollars in the hole by 2028 otherwise they have to ask the council for more money and that would mean money would come out of taxpayer's pockets. The choice is to either fill the gap or do less. They must collectively decide what they are not going to do. Playgrounds could be its own work session project in 2025, the current playground schedule is not sustainable and there are too many small playgrounds. Commissioner Loidolt asked Mr. Stremcha if the commissioner could ask City Council for an increase in funds from the liquor store profits. Mr. Stremcha shared that the city is considering more income through the liquor stores including cannabis sales that could increase the revenue.

Mr. Stremcha said the council is looking for recommendations for the first December meeting. It could be something as simple as to not spend more than a certain amount of dollars but the details of what the money/line-item details are spent on can be determined later.

Chair Anderson suggested holding a special meeting sometime between now and December 2nd meeting to make these decisions. Commissioner Fermoye suggested to make a recommendation on dropping the \$325,000 to \$125,000 to save \$200,000. Chair Anderson said he feels that they would not be doing their job to do it that way.

Chair Anderson agreed with the following budget line items \$6,250 would be good, \$10,000 would be good, he needs more information about the \$35,000, would like Mr. Baas input on the Ridgewood basketball court, \$100,000 framework plan could be pushed out, he would like details of what the \$325,000 in park projects are and then work to balance the budget. Commissioner Loidolt said that Council needs to understand that playgrounds will be not getting replaced based on the current budget with a goal to have a balanced budget.

Chair Anderson called a special meeting for Wednesday the 20th at 6:30pm to discuss the budget. Secretary Larson clarified that there would not be any data to provide ahead of time if the meeting is next wed. Commissioner Fermoye said she cannot make the meeting next wed.

Commissioner Stewart asked about the Hillside parking lot budget line item. The Commissioners agreed that could be pushed out. Commissioner Niziolek suggested that we get out of the parking lot business and focus on recreation. Chair Anderson agree to keep pushing parking lots out as far as they can and let the City Council make those decision. Commissioner Niziolek mentioned that they have not discussed the Jackson Street Water Tower Park at all. Commissioner Stewart said that this would be an opportunity for a civic private partnership since it is downtown.

It was the consensus of the Commission hold a special meeting touring the following properties with permission of the landowners on Sunday, December 8, at 1:00pm at the Nystrom Property located at 19232 Proctor Rd. Elk River, MN 55330 and the Maher Property located near Camp Cozy Sec:31 Twp:33.0 Rg:26 Lot: Blk: Acres 2.67 W 1-2 OF NE 1-4 LYING S & W OF ELK RIVER EX N 950 FT.

13. Motion to Adjourn Meeting



Moved by Commissioner Loidolt and seconded by Commissioner Goodwin to adjourn the meeting of the Parks and Recreation Commission at 8:59pm. Motion carried 5-0.

Minutes prepared by Dawn Larson.

Dave Anderson, Chair

Tina Allard, City Clerk,



**Special Meeting of the Elk River
Parks and Recreation Commission
Held at the Elk River City Hall
November 20, 2024**

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

Members Absent: Melissa Fermoye, Councilmember Mike Beyer

Council Liaison:

Staff Present: Assistant City Administrator/Business Services Director Joe Stremcha, Senior Administrative Assistant Dawn Larson

1. Call Meeting to Order

Pursuant to due call and notice thereof, the special 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

Since it was a special meeting, a consideration of the agenda was not necessary.

4. Action Items

4.1 2025 Capital Improvement Plan

Mr. Stremcha, Mr. Baas, Mr. Shelby, and Chair Anderson met prior to this meeting to discuss the breakdown of the budget items that the commission discussed at the November 13th meeting.

Several items were recommended to be postponed via the green lined spreadsheet handed out at the meeting. Chair Anderson said that since there are several new commissioners, he made a copy of the budget the commission approved in November 2023 which he provided as a handout. On the second page of the handout in 2024 they began with a budget of \$120,000 and had revenues close to \$300,00 and then recommended the four items that were on the list.

Chair Anderson reviewed the completed projects listed in expenditures of 2024. That should leave us with \$180,000 to start for 2025. Chair Anderson asked Mr. Stremcha if he was able to get the actual amount of Park dedication received. Mr. Stremcha said no because of software issues in the finance department they were not able to get at this time. Chair Anderson said it is not critical to have the number tonight, but it would be important to have for future decisions.

Chair Anderson went on to compare monetary amounts on both sheets, his and the one that staff put together for tonight's meeting with their recommendations. This is the list from \$325,000 with detail from the spreadsheet that the commission had asked for at the last meeting. Items of concern are listed in blue. Chair Anderson compared his sheet and the sheet provided by staff. On the blue lined handout there is a lot more money listed for the 2025 estimate. The \$100,000 coming out of park dedication and the \$125,000 for coming

out of park dedication for the Trott Brook barn playground was not subtracted from the sheet. He said now it is up to the commission to make recommendations to council for the 2025 park improvement fund and the park dedication fund going line item by item. The total in the \$390,000 minus \$225,000 is the total beginning balance in the upper right-hand corner.

Mr. Stremcha is not 100% sure of the sponsorship amount for 2025. \$35,000 of the sponsorship comes from PT complex agreement. Chair Anderson asked about where the other amount came from. Mr Stremcha said that money would be from ballfield banner sponsorships which can go towards funding anything in parks. The additional money coming in would come from the liquor store fund transfer.

Chair Anderson would like discussion on each expenditure line item on the green sheet. Mr. Stremcha said in addition to these items listed the parcels of land that the commission discussed at the previous meeting could be purchased using Park dedication funds, but that fund has more limitations and strings attached.

Commissioner Goodwin clarified that depending upon which fund they use to purchase the land there are different rules tied to the land such as use. Commissioner Stewart asked what the money for a master plan would be used for. Mr. Stremcha explained that much of the original master plan has been completed mostly through the active elk river projects. Chair Anderson said this is the fourth master plan he has been a part of. The first two were done in-house and the third was a consultant. He said that he has always been disappointed by the results when a consultant was involved.

Chair Anderson said that doing a master plan allows the commission and staff to get into the weeds and spend a lot of time getting to know their parks system and analyze things in detail. Commissioner Goodwin said that she is wondering if waiting a year would give the commissioners and Mr. Shelby, the new Parks and Recreation Manager, more time to get used to the process and gather information. Commissioner Varty asked if Chair Anderson thinks that staff could get the project done in house with a little outside help. Mr. Stremcha said that it is hard to tell at this time. He suggested approving a smaller budget to start the project in fall of 2025 and then approve more for 2026.

Mr. Stremcha said that if more things could be done with internal staff, then consultants' money could be saved.

Commissioner Stewart said it would be nice to know the Parks and Recreation and Planning department calendar ahead of time so the commission could plan ahead and know when things go through the process from one meeting to another. I.e., when things go to planning commission, council, etc. vs when the Parks and Recreation is first introduced to a discussion or action item.

Commissioner Loidolt said that it is important to know what the people want not just the commission. They do not just want playgrounds and land but actual recreation. It is better to be initiative-taking than reactive. He added that if the parks and recreation department does not get any additional funding, they will not be able to do any new things.

Commissioner Niziolek said if they look at the Ridgewood basketball courts and did an evaluation they would know if it was needed or not. He feels they need more data before making decisions including a staff evaluation of current resources.

Commissioner Niziolek pointed out that Trott Brook Park has a basketball court one mile away from Kliever Lake fields. He thinks it is something to consider since they are so close to each other. Commissioner Loidolt



and Commissioner Goodwin questioned if the Kliever Lakes neighborhood should be polled to see if they want a basketball court.

Commissioner Niziolek pointed out that Bradford Park is close as well so it would be a good idea to have each park focus on one main amenity rather than have the same in all of them. Chair Anderson pointed out that there is not enough money to have all the amenities in each park with the costs rising. Chair Anderson asked if they need to leave this in as a placeholder in the budget for now and they can have further discussion. Commissioner Niziolek said they need to have future discussions on what they keep.

Commissioner Loidolt suggested they leave the basketball court in as a placeholder and poll the residents for what they want. Chair Anderson shared that Mr. Baas said Country Crossings Playground is heavily used and needs to be removed. Chair Anderson supports because of Mr. Baas's opinion. Chair Anderson thinks there should be five playgrounds and not twenty-five. The commissioners discussed the current habits of park goers such as going to destination parks with multiple amenities, so the different age groups of kids have multiple things to do.

Chair Anderson believes there needs to be more input from the community members on what they have in their neighborhood. Commissioner Niziolek said he thinks they should remove the playground and wait until they get feedback from the community to make a decision. Commissioners Goodwin, Varty, and Loidolt agreed. Commissioner Loidolt pointed out that Highlands Park has lots of amenities and is close to Deerfield Park. Commissioner Niziolek said that he would like to spend more money on larger things vs. a bunch of smaller things. Community engagement is part of the master plan process and would be helpful with these decisions. Commissioner Varty said that it sounds like they are making a case for the need of a framework plan.

Chair Anderson said right now they do not want to spend any money because they are worried about how they are going to spend. Commissioner Niziolek is concerned that the basketball courts are too close together and they are setting a precedent of having multiple courts in too many neighborhoods.

Commissioner Niziolek asked Mr. Stremcha if the water tower park is technically park land yet. Mr. Stremcha said it is not yet but there is more to come on that project.

Beginning budget on the one spreadsheet in the upper left-hand corner that starts with \$390,000 should be reduced by \$225,000 to reflect the \$125,000 for the Trott Brook Barn and \$100,000 for Lions.

Below are the commissions agreed upon itemized review of the budget:

Park Improvement Fund

- Master Plan- Add \$50,000 in 2025 and \$50,000 in 2026
- WHHC FMR Partnership - Keep at \$6,250
- Pt Complex-Keep at \$35,000
- Ridgewood Basketball Court- remove 0.00.
- Kliever Lake Ballfields basketball court -Keep \$50,000 but change to Kliever Lake Ballfields "improvements" and take out basketball court.

- Misc. Projects-Keep at \$10,000
- Country Crossings Playground- remove. 0.00
(remove the equipment as staff recommend, do not take action this year, wait for community response in future for replacement options)
- Deerfield Basketball Court -keep \$50,000.
- Ridgewood Basketball Court- remove 0.00.
- Trott Brook Farms Park Parking lot- remove.0.00
- Woodland Trails Nature Play area-remove 0.00

Park Dedication Fund

- County Projects Cost Share- \$275,000
- Hillside parking lot-remove 0.00
- Hwy 10 Trail-remove 0.00
- Jackson Street Water Tower Park - keep \$25,000 but they want to request that there be discussion with Parks and Recreation Commission before the money is spent.

The Commission would like to add a line item of \$100,000 for the purchase of the Maher property to come from the same fund that the original Camp Cozy property was purchased from.

Commissioner Loidolt moved and Commissioner Stewart seconded to recommend City Council approve the 2025 budget recommendations that the commission has discussed, and Secretary Larson has recorded in the minutes. Approved 5-0

Chair Anderson asked about the parcel property acquisitions being added to this list. Commissioner Niziolek shared about the importance of having a recreational water way from camp cozy to Orono Park. He said they should focus on the Camp Cozy parcel as an acquisition as a priority of the two properties. Chair Anderson pointed out that having a willing seller, identifying the land purchase in the budget, and having it go to City Council could make it a reality.

Mr. Stremcha shared that priority should focus on purchase of the lot and then amenities etc. could be discussed in 2026 and beyond as well as grant opportunities.

Mr. Stremcha said that he recommends that they put the Camp Cozy lot in whatever fund the rest of the land came from. Chair Anderson said that the Camp Cozy land will sell this year so this should be in 2025 or they could lose it. Commissioner Niziolek suggested that they set aside \$250,000 for a GNT trailhead so that it is not specific, and it could be the Nystrom property or anything else.

Chair Anderson said that the Nystrom property is not moving fast so he thinks they should wait on that. He is concerned that Commissioner Niziolek suggested putting a placeholder for the property purchase would cloud the budget. Mr. Stremcha said he recommends waiting on it. The commission agreed to wait on the Nystrom property being added to the budget.

Chair Anderson said that the community and staff and the commissioners are all stake holders in this process of creating a framework plan.



9. Motion to Adjourn Meeting

Moved by Commissioner Niziolek and seconded by Commissioner Goodwin to adjourn the special meeting of the Parks and Recreation Commission at 6:57pm. Motion carried 5-0.

Minutes prepared by Dawn Larson.

Dave Anderson, Chair

Tina Allard, City Clerk



Request for Action

To
Parks and Recreation Commission

Item Number
6.1

Meeting Date
December 11, 2024

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Park Dedication for Norrgard Wooded Acres

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested

Recommend, by motion, park dedication for the Norrgard Wooded Acres be paid in cash, at the applicable rate at the time of recording, for two dwelling units.

Background/Discussion

The property is zoned Single Family Residential (R1a) with minimum lot sizes of 2 ½ acres. The applicant is requesting a preliminary and final plat to subdivide their 55.07-acre property into three parcels. Lot 3 will be 50.07 acres in size and Lots 1 and 2 will be 2.50 acres. Access to lots 1 and 2 will be from Jarvis Street. Two parcels are eligible for park dedication.

The Parks and Recreation Trails Master Plan identifies a proposed trail on the west side of Jarvis Street, in front of the property, as shown in the attached trail plan. The design and construction details for the trail will be determined when future road and trail improvements are planned.

There appears to be sufficient space within the right-of-way to accommodate a future trail. However, if the commission deems it necessary, they may recommend a 30-foot-wide trail easement along Jarvis Street. It is important to note that imposing an easement on a property significantly limits the property owner's ability to use that portion of the land, restricting it primarily to landscaping purposes.

Financial Impact

None

Mission/Policy/Goal

Opportunity to live, work, and play.

Attachments

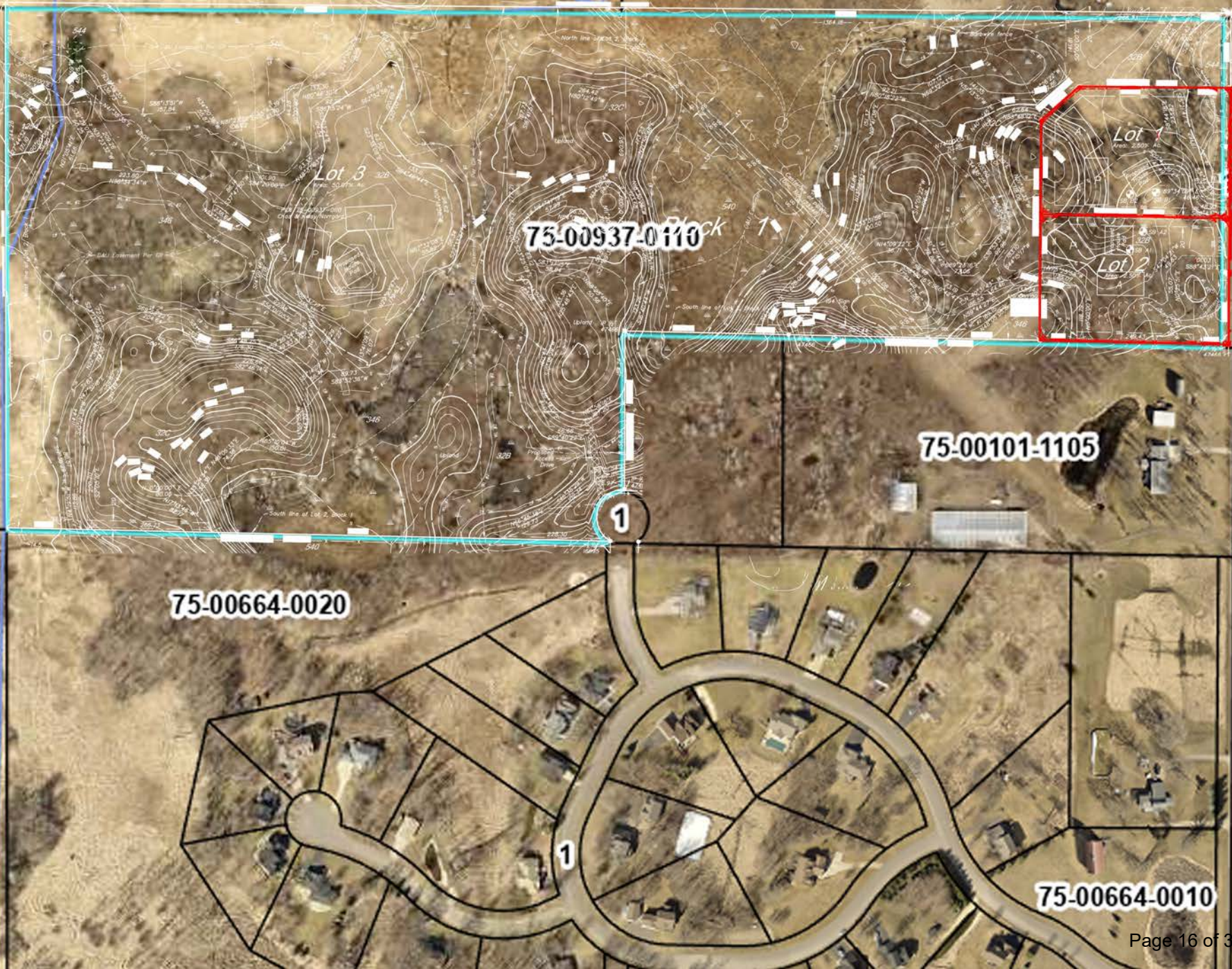
1. Aerial Overlay
2. Location Map Norrgard
3. Preliminary Plat

The Elk River Vision

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



4. Master Trail Plan





Project Location Map

Norrgard

Preliminary and Final Plat

Case No: P 24-20

Preliminary Plat of NORRGARD WOODED ACRES

CITY OF ELK RIVER
SHERBURNE COUNTY, MN

Bearings are based on the plat of GLENS RIDGE. For the purpose of this plat, the East line of Lot 2, Block 1 is assumed to bear North 0 degrees 25 minutes 51 seconds East.

- Denotes found iron monument
- Denotes 1/2 inch x 1/4 inch iron monument with a plastic plug stamped R.L.S. 47466 to be set within one year of platting date
- Denotes found cast iron monument
- PK Denotes found PK nail

REFERENCE BENCHMARK:
East Quarter Corner of Sec. 1, Twp. 33, Rng. 26
Elevation = 957.35 feet (NAVD88)

PROJECT BENCHMARK:
Double Spike in the East face of power pole near the NE Corner of the subject property.
Elevation = 961.83 feet (NAVD88)

OWNER/DEVELOPER:
Chaz & Kelsy Norrgard
29522 125th St NW
Princeton, MN 55371

SURVEYORS & ENGINEERS:
Bogart, Pederson & Associates, Inc.
13076 First Street
Becker, MN 55308-9322
763-262-8822

TOTAL AREA: 55.07% Acres

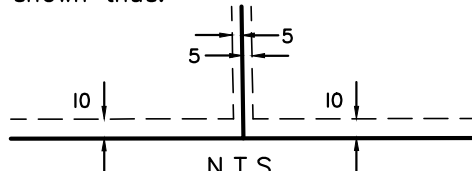
EXISTING ZONING: R-1a Single-Family Residential District

PROPOSED ZONING: R-1a Single-Family Residential District

MINIMUMS:
160' width
2.5 Acres

DENOTES BUILDING SETBACKS:
35' Front
30' Rear
25' Wetland buffer strip along wetland
20' Wetland buffer strip setback
20' Side

Drainage and Utility Easements are shown thus:



Being 10 feet in width and adjoining right-of-way lines, also being 5 feet in width and adjoining lot lines, unless otherwise indicated, as shown on plat.

DATE: November 15th, 2024
FIELD DATE: August 20th, 2024
BK/PG: 71.96/Pg. 59
DRAWN BY: CK
CHECKED BY: CAW
DWG FILE: 22-0275.01 Prelim
FILE NO: 22-0275.01

REVISIONS:

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Signed: *Craig Wensmann*
Craig A. Wensmann
Date: 11/25/24 Lic. No. 47466

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
CIVIL ENGINEERING
MAPPING
13076 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

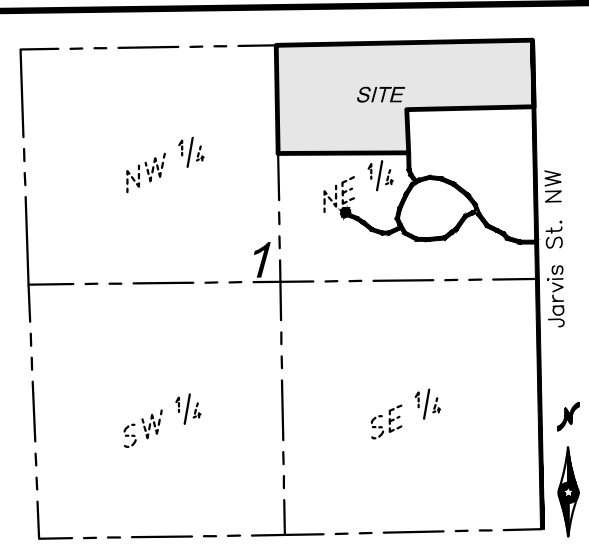
PRELIMINARY PLAT

for
Chaz & Kelsy Norrgard
NORRGARD WOODED ACRES
City of Elk River
Sherburne County, MN



Plot Description:
Lot 2, Block 1, GLENS RIDGE, Sherburne County, Minnesota

VICINITY MAP
Sec. 1, Twp. 33, Rng. 26
Sherburne County, MN



Survey Notes:

- This survey was prepared without the benefit of a title report. No search for easements or restrictions was made by the surveyor. We reserve the right to update this survey upon receipt of title documentation.
- Right of way of Jarvis Street N.W. is shown for reference purposes. Actual width and location may vary.
- Reference 2022 Survey for Shawn Norton by Bogart, Pederson and Associates, Inc.; File No. 22-0275.00.
- Subject property is NOT within a flood plain district as mapped by FEMA or part of a shoreline district.
- Contours were created using a combination of MNDNR MN/Topo Lidar and GPS RTK methods (NAVD 88).
- Utilities shown per Gopher State One Call Ticket No. 23261591 & 23261592 from the plat of GLENS RIDGE.
- Wetland mitigation may be required to access the building site on Lot 3.

I hereby certify that a boundary survey has been completed for the preliminary plat of NORRGARD WOODED ACRES, Sherburne County, Minnesota.
Signed: *Craig Wensmann*
Craig A. Wensmann
Date: 11/25/24 Lic. No. 47466

LEGEND:

- Denotes mailbox
- Denotes sanitary manhole
- Denotes catch basin
- Denotes electrical cabinet
- Denotes septic cleanout
- Denotes sign
- Denotes power pole
- Denotes telephone pedestal
- Denotes cable television box
- Denotes well
- Denotes air conditioning
- Denotes wetland
- Denotes soil boring
- Denotes beehive catchbasin
- Denotes culvert
- Denotes Dennis D. Pederson, LS
- Denotes Craig A. Wensmann, LS
- Denotes soils classification type
- Denotes dimensions per GLENS RIDGE plat
- Denotes bituminous surface
- Denotes concrete surface
- Denotes gravel surface
- Denotes fence
- Denotes overhead electric
- Denotes right of way
- Denotes existing adjoiners
- Denotes waters edge
- Denotes underground gas line
- Denotes major contour
- Denotes minor contour
- Denotes soil type boundary
- Denotes level one wetland delineation
- Denotes level two wetland delineation
- Denotes wetland buffer line
- Denotes proposed Primary & Alternate septic sites

SCHEDULE OF DRY BUILDABLE AREAS FOR LOTS

Block	Lot	Total Lot Area (Ac)	Buildable Area (Ac)*
1	1	2.50	1.56
1	2	2.50	1.66
1	3	50.07	18.84

*Note: For the purpose of this plat, dry buildable area is defined by contiguous acreage containing non-hydric soils and void of wetlands, hydric vegetation, floodways, right of way, restrictive easements and land with slopes over 33%.

SOIL BORING LOG

Soil Boring #	Elevation	Mottling	Elev. of Mottled Soil
Soil Boring A1	979.0	N/A	None to 15"
Soil Boring A2	975.8	N/A	None to 14"
Soil Boring B1	975.7	N/A	None to 13"
Soil Boring B2	972.3	N/A	None to 13"

SOILS CHART

Map symbol & soil name	Hydrologic group	Water table depth (in)
32B: Nebish fine sandy loam, 2 to 6 percent slopes	B	43-80
32C: Nebish fine sandy loam, 6 to 12 percent slopes	B	>80
346: Talmoon loam, 0 to 2 percent slopes	C/D	6
540: Seelyville muck, 0 to 1 percent slopes	A/D	0
544: Cathro muck, 0 to 1 percent slopes	B/D	0
1260B: Stonelake-Nebish complex, 2 to 6 percent slopes	A	>80
1254: Ricelake fine sandy loam, 0 to 3 percent slopes	A/D	18-30
W: Water	N/A	N/A

* Data from USDA Web Soil Survey

East Quarter Corner of Sec. 1, Twp. 33, Rng. 26
Sherburne County, MN
Cast Iron Monument
(Doc. No. 170056)

BOGART, PEDERSON & ASSOCIATES, INC.



Request for Action

To
Parks and Recreation Commission

Item Number
6.2

Meeting Date
December 11, 2024

Prepared By
Jeff Shelby, Recreation Manager

Item Description
PID 75-00128-4200

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested

Approve, by motion, a recommendation to the city council to amend the Parks and Recreation Master Plan to include PID 75-00128-4200 for future purchase.

Background/Discussion

At the November Parks and Recreation Commission meeting, PID 75-00128-4200 was discussed as a potential park property. The commission toured the property on December 8th to assess interest.

Financial Impact

The parcel acquisition cost is unknown.

Mission/Policy/Goal

Responsibly grow.

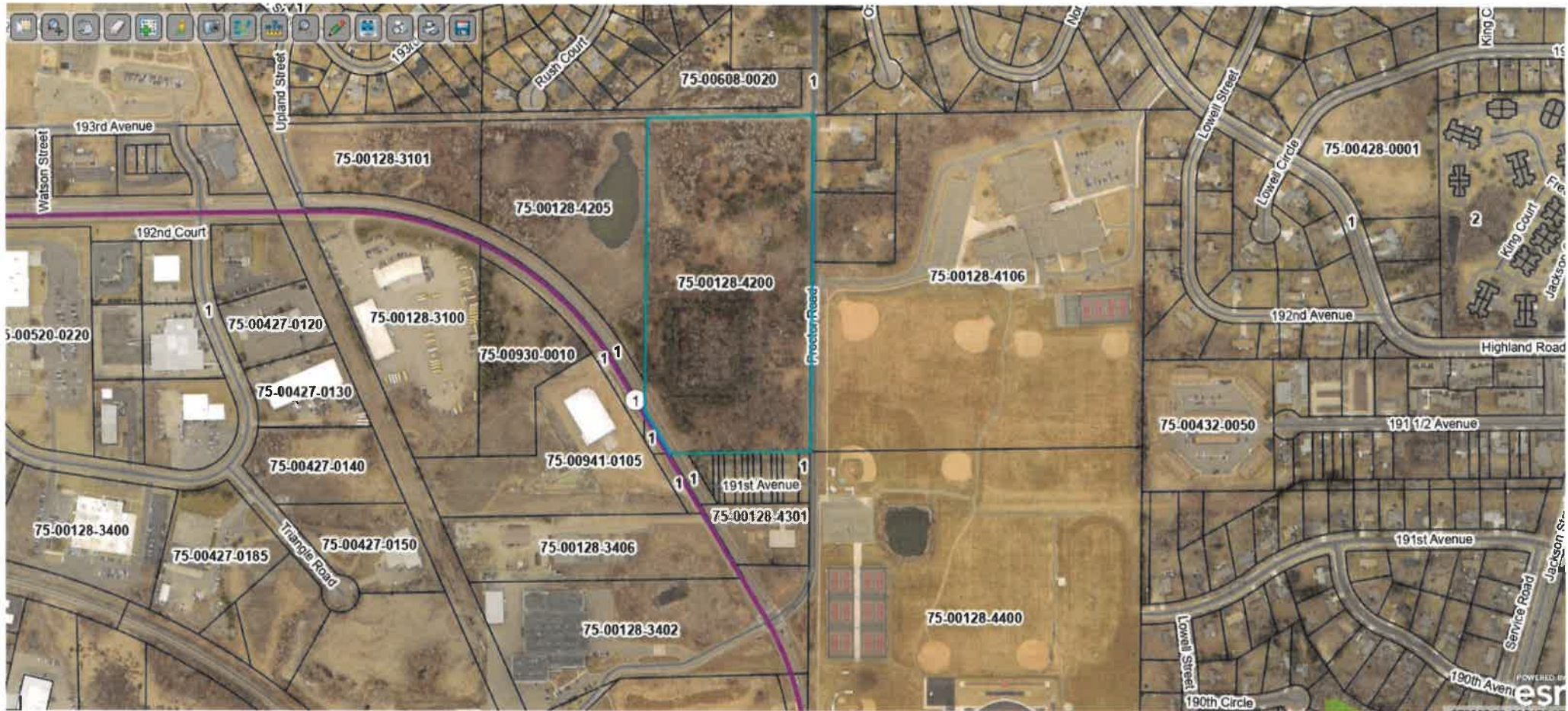
Attachments

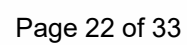
1. Nystrom Property Parcel
2. Commission Notes about Nystrom Property
3. TRAIL PLAN 2018

The Elk River Vision

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







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.

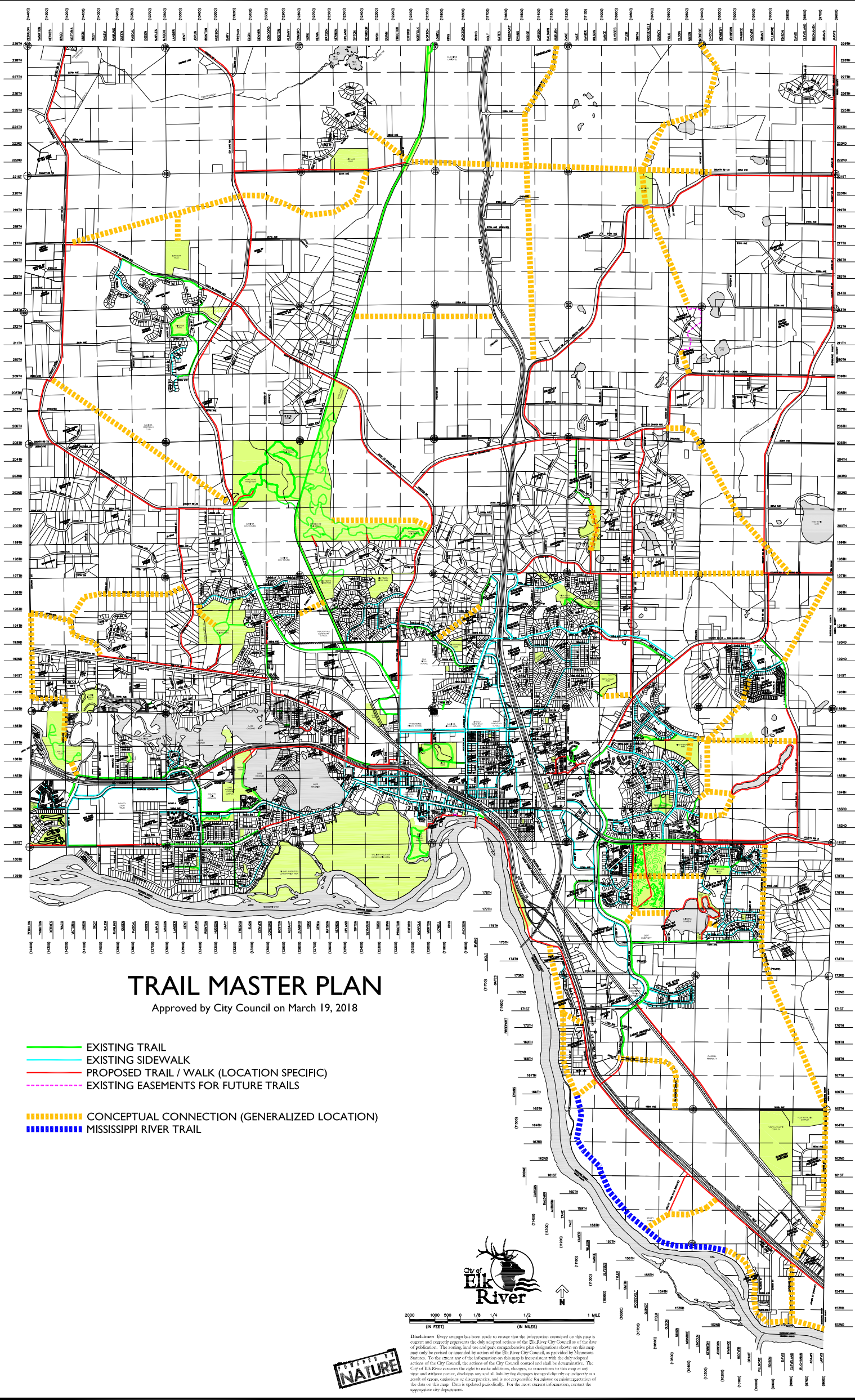
Mr. Stremcha stated we will add this to a future agenda item as a talking point and bring up the Trails Master Plan as a focus point.

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)

Elk River

DISCLAIMER: Every attempt has been made to ensure that the information contained on this map is current and correctly represents the duly adopted actions 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 actions of the City Council, the actions of the City Council shall be deemed to prevail. The City of Elk River reserves 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
6.3

Meeting Date
December 11, 2024

Prepared By
Jeff Shelby, Recreation Manager

Item Description
PID 75-00131-2100

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested

Approve, by motion, a recommendation to the city council to amend the Parks and Recreation Master Plan to include PID 75-00131-2100 for future purchase.

Background/Discussion

At the November Parks and Recreation Commission meeting, PID 75-00131-2100 was discussed as a potential park property. At the November 20th Special Meeting to review the Parks and Recreation CIP for 2025, the commission recommended allocating money for the future purchase of the property. The commission toured the property on December 8th to assess interest.

Financial Impact

The parcel acquisition cost is unknown.

Mission/Policy/Goal

Responsibly grow.

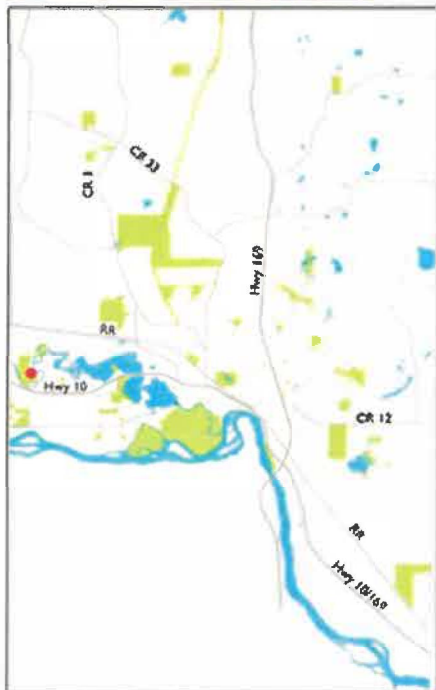
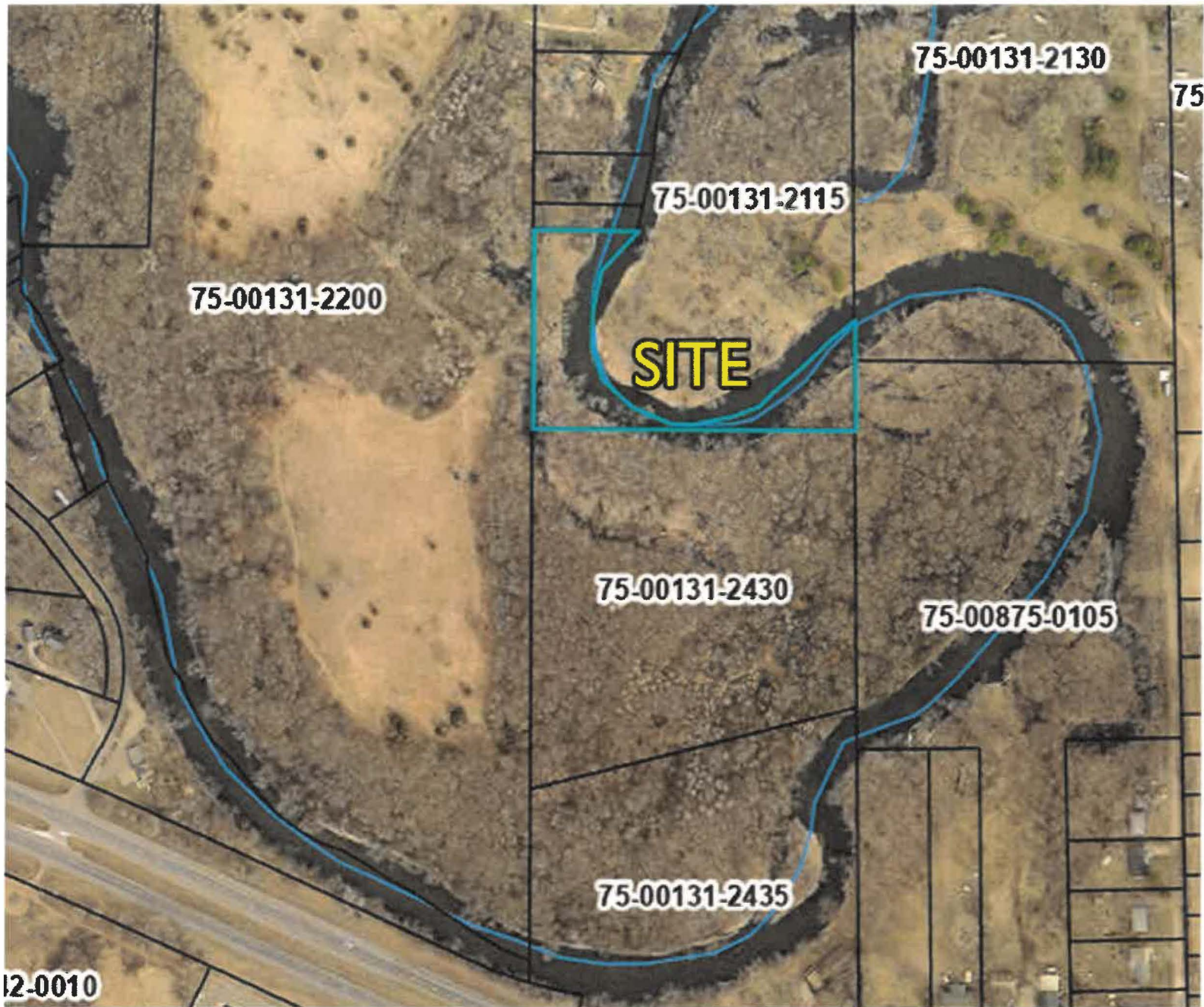
Attachments

1. Mahr Property Parcel
2. Camp Cozy NRMP Amenities

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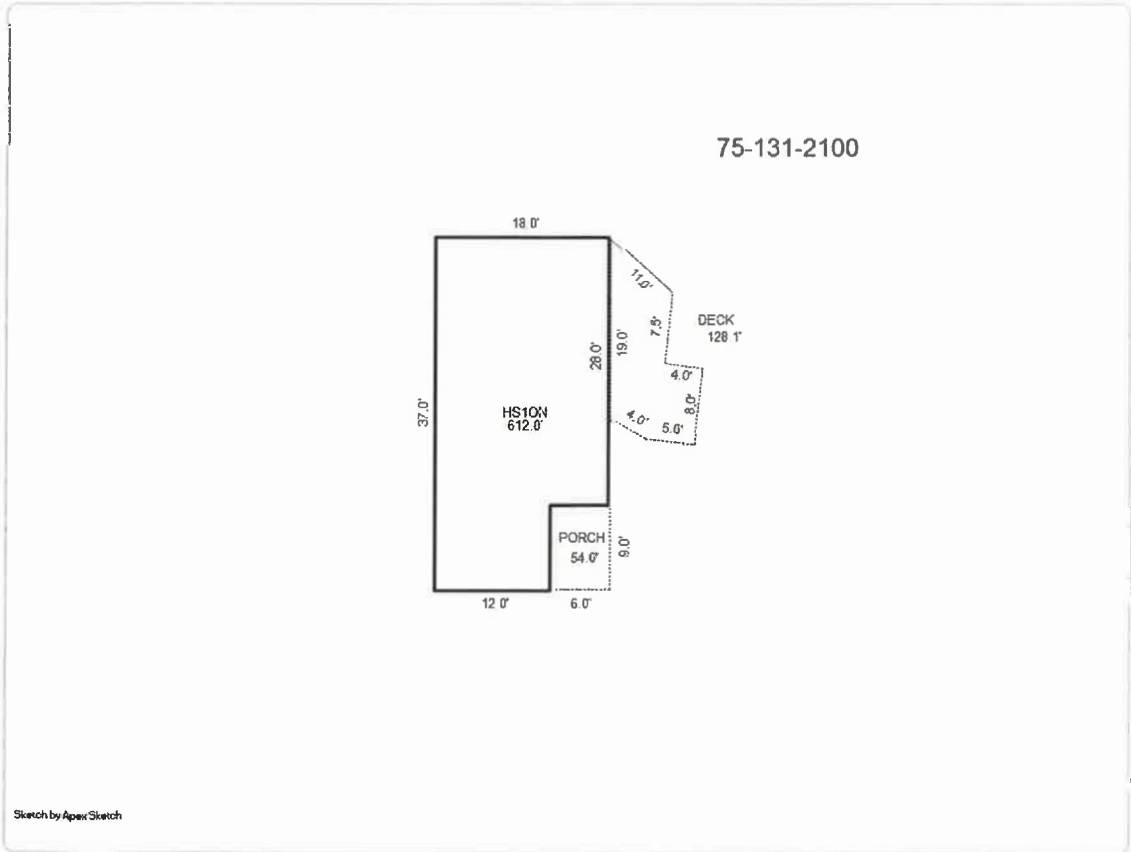
Project Location Map

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.

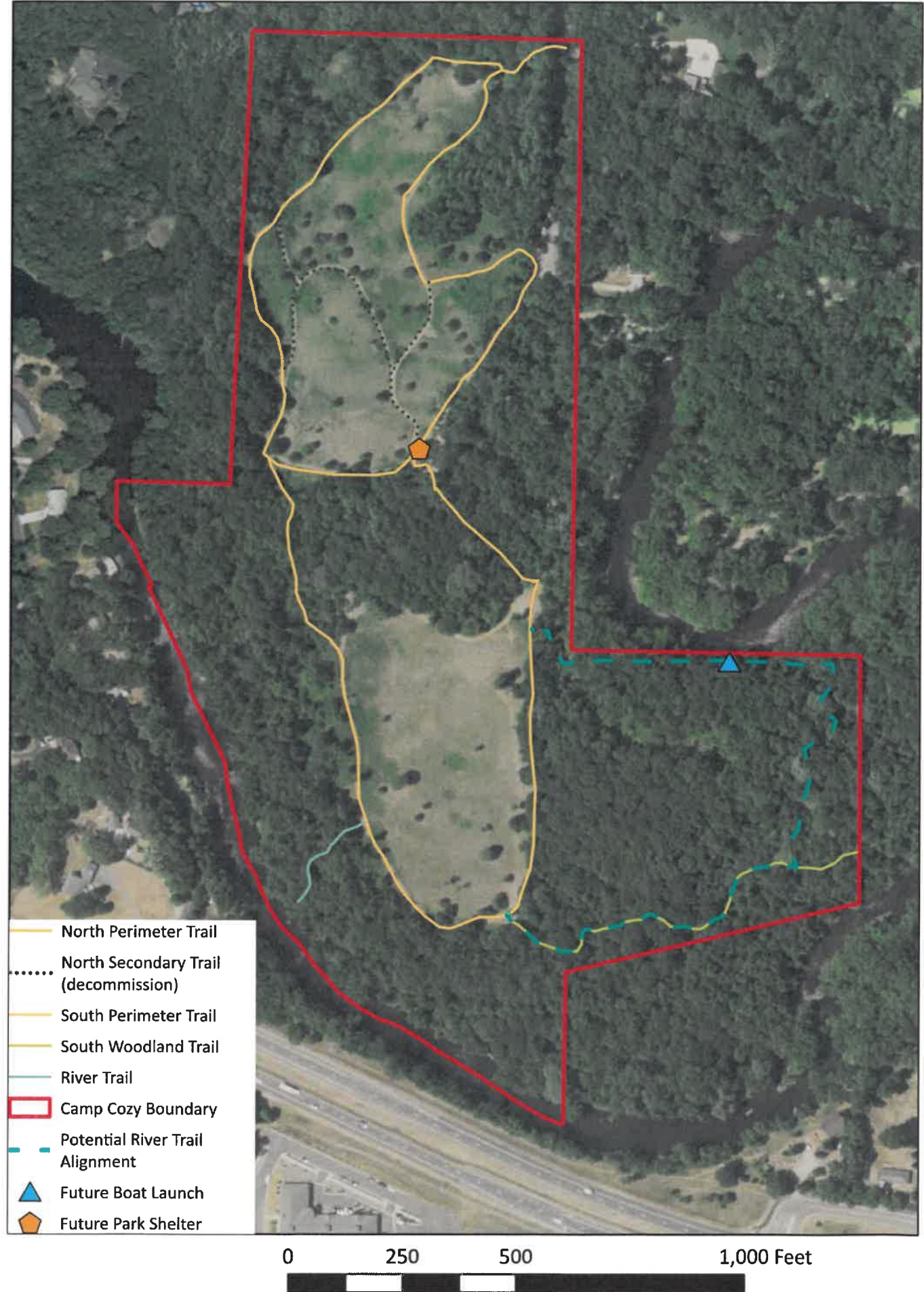
Moved by Commissioner Niziolek and seconded by Commissioner Stewart to approve the Camp Cozy Park Natural Resources Management Plan with the recreational amenities located on the map. Motion carried 6-0.

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
7.1

Meeting Date
December 11, 2024

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Horse Ordinance

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested
Discuss a potential ordinance prohibiting horses in city parks.

Background/Discussion
Chair Anderson requests that the commission consider a recommendation to council adopting a future ordinance prohibiting horses in city parks for the safety of all users.

Financial Impact
None

Mission/Policy/Goal
Appropriately govern in an ever-changing environment.

Attachments
None

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Memorandum

To: Parks and Recreation Commission

From: Jeff Shelby, Parks and Recreation Manager

Date: December 11, 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 two winter indoor markets have been well attended and we've received positive feedback as it continues to grow. We've had a variety of vendors selling food items and handmade goods.

Downtown Holiday Decorations

The downtown tree lighting was well attended, and we appreciate DERBA in their collaboration for decorating and sponsoring the tree. We encourage all residents and visitors to visit our wonderful downtown shops and restaurants and take a photo by the tree.

Senior Activity Center

2025 membership sales are under way, and we've already sold 100 for the coming year. Our senior member drive/open house was on Tuesday, December 10. The new Senior Activity Center Assistant, Callie Draper started on December 2 and is doing an excellent job and will be a great asset to the team.

Kayak Rentals

Warren received the final report for the 2024 kayak rental kiosk at Orono Park. We had 272 rentals and after the 50% revenue split with the rental provider, the city received \$2405. We believe that a renewed focus on marketing the rental kiosk in 2025 will help increase usage.

Rivers Edge Commons Park

The construction project at Rivers Edge continues to progress nicely. The new concrete blocks were delivered on time and nearly all have been installed to increase seating capacity. The contractor anticipates being able to finish on time this spring.

Fall Sports

Adult volleyball concluded on December 9th with 14 teams competing over the course of the season.

Trott Brook Barn

We experienced a minor issue related to the cold, but door has been repaired.