



# Parks and Recreation Commission

Wednesday, April 9, 2025

6:30 PM

Elk River City Hall

## 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 03-12-2025 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. PRESENTATIONS, AWARDS, AND RECOGNITION
  - 6.1 Archery Deer Hunt Steward
  - 6.2 Student Presentation - Johnathan Vick
7. ACTION ITEMS
  - 7.1 Farmers Market Coloring Contest Vote
  - 7.2 Athletic Facilities Emergency Action Plan
  - 7.3 Field Trip/Large Group Park Rental Reservation
  - 7.4 Parks and Recreation Commission By-Laws
8. PARKS AND RECREATION MANAGER UPDATE
  - 8.1 Parks and Recreation Manager Update
9. ANNOUNCEMENTS
10. MOTION TO ADJOURN MEETING



**Meeting of the Elk River  
Parks and Recreation Commission  
Held at the Elk River City Hall  
March 12, 2025**

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

Members Absent: Councilmember Cory Grupa

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 Goodwin to approve the March 12, 2025, agenda. Motion carried 7-0.

**4. Consider Minutes**

**4.1 Parks and Recreation Commission Meeting Minutes 2-12-2025**

Moved by Commissioner Fermoyle and seconded by Commissioner Stewart to approve the February 12, 2025, Parks and Recreation Commission Minutes with the removal of January 8, 2025, under the consent agenda replacing it with Feb 12, 2025. Motion carried 7-0.

**5. Election of Chair and Vice-Chair**

**5.1 Annual Election of Commission Chair and Vice Chair**

Moved by Commissioner Niziolek to nominate Dave Anderson for Chair. There was no second to the nomination. Motion carried 7-0.

Moved by Commissioner Varty to nominate Commissioner Stewart for Vice Chair. There was no second to the nomination. Motion carried 7-0.

**6. Open Forum**

## **7. Action Items**

### **7.1 P25-01 & 0A 25-01 Villas at Fillmore 3<sup>rd</sup> Addition Park Dedication**

Mr. Shelby presented his report.

Moved by Commissioner Loidolt and seconded by Commissioner Niziolek to recommend park dedication for The Villas at Fillmore Third Addition be paid in cash, at the applicable rate at the time of recording, for six single-family parcels. Motion carried 7-0

### **7.2 P25-04 Ridgewood Hills 2<sup>nd</sup> Addition Park Dedication**

Mr. Shelby presented his report.

Moved by Commissioner Stewart and seconded by Commissioner Varty to recommend park dedication for The Ridgewood Hills Second Addition be paid in cash, at the applicable rate at the time of recording, for one single-family parcel. Motion carried 7-0

### **7.3 P25-07 Elk Hills 2<sup>nd</sup> Addition Park Dedication**

Mr. Shelby presented his report.

Moved by Commissioner Goodwin and seconded by Commissioner Fermoye to recommend park dedication for Elk Hills Second Addition be paid in cash, at the applicable rate at the time of recording, for one single-family parcel. Motion carried 7-0

### **7.4 Oak Water Ridge/Specht Farm Park Dedication**

Mr. Shelby presented his report. Since the last meeting staff and city council have continued to have conversations with the developer as well as community members to get to a point to determine what is acceptable park dedication.

Mr. Shelby presented a slide show that not included in the packet. The conversations continued to evolve up until the meeting, so he wanted to make sure they had the most up to date information. Mr. Shelby reiterated that the numbers are approximate due to ongoing conversations with council, staff, and the developer.

Mr. Stremcha added that with stages of the development occurring later, and the current field being tillable, the trail would not necessarily be developed now.

Chair Anderson shared that he sees the plan as like the commission's previous recommendation except for the 8-acre blufftop park. About half of the light shaded grey area is part of the blufftop which is about an acre, the rest is on the slope. He believes the type of structures they would want to build in this area would fit in that blufftop park giving patrons the view of the river that the commission wanted but it would not provide a large open area like Trott Brook Park.



Chair Anderson said eventually part of the low land area could be turned into turf for recreational play. Chair Anderson said this would still be quite a way for residents to walk if they are further out by the road. He said he believes linear recreation for patrons to walk and bike on is very popular in this neighborhood, so he thinks it is very important to make sure the trail connects.

Chair Anderson said City Council will see the commission's recommendations on Monday as a discussion item on the agenda, then the Planning Commission again and then Council again for preliminary approval. He thanked Mr. Shelby and Mr. Stremcha for their time and for taking the time to include him in the conversations.

Commissioner Niziolek asked what the square footage is of the area outside the bluff drop to the road and then from the north to the south. Chair Anderson said about 50,000 square feet or just over an acre.

Commissioner Stewart asked if the developer has given up on the idea of an HOA and dock. Mr. Shelby said he does not know as those have not been part of their discussions so far.

Chair Anderson said the trail is important but so is the river connection, the space for the upland amenities and the floodplain forest in the lowland.

Commissioner Niziolek asked about the width of the space adjacent to the trail on the north connecting to the floodplain. There was conversation about a lot going back and he wants to know how wide that space will be for the trail. Mr. Stremcha said it would be a minimum of 30 feet for a trail to be in a space between the lots.

Chair Anderson said that is like what they have in other neighborhood connections. The GNT is a minimum of 100ft but that is different. Commissioner Niziolek said the trail is 80 feet from the backyard of homes along the Great Northern Trail and he does not think the trail in this new development will be that same distance.

Commissioner Niziolek said he is focusing on this because that will be the major connection link to the rest of the community. He said that to access this park, outsiders would have to access the park by that trail. He said it is important to design that access point well. He also said there would have to be roadside parking for the people of larger Elk River to access the trail.

Chair Anderson said the trail to the cul-de-sac would provide that roadside parking. Commissioner Niziolek said that based on conversations in meetings over the past couple of years, parking in the cul-de-sacs does not seem to be a welcomed activity within the city of Elk River, and this is a much denser neighborhood than the others. Chair Anderson said that when the commission has previously been asked, they have always favored roadside parking over parking lots.

Commissioner Niziolek said that he would like onsite parking but designated alongside a road not in a cul-de-sac. He said that along the commercial area would be better. He wants it made designated and clear that there will be roadside parking, so the community does not get upset when it starts happening.

Mr. Stremcha said roadside parking would be better alongside the orange trail by the grey square area on the map. He pointed out that driving with a car would bring people through the main corridor directly to the park, not the area to the north. If they would be coming in from a trail access point once the MRT is complete, they would not be coming in with a car. Commissioner Niziolek asked if the major interchange would be on the northern side of the development. Mr. Stremcha said yes but it would still direct traffic onto the frontage road which would travel south and disperse into the development.

Commissioner Loidolt said that he believes they shot down a perfectly good park that could host an 18-hole disc golf course because of on street parking. He said it was simply because there was not parking. He thinks we are going to penalize the people being in this neighborhood by having on street parking and not a parking lot. There will be garbage in the yards and loitering that will be an inconvenience to the house owners. He feels if they want to make this a destination park for the greater Elk River residents, they need the parking lot.

Mr. Stremcha and Mr. Shelby said that if the commission wants to recommend putting a parking lot back in that area, they can whether it is the original one or a new one.

Commissioner Goodwin said that she thinks there needs to be a parking lot on both sides of the neighborhood because realistically she is not going to park on the north side and walk with all her stuff to the side with the playground. Commissioner Stewart asked how big the original parking lot on the north side was. Mr. Shelby pulled up the drawing from the initial Capstone project presentation and it showed 30 stalls.

Commissioner Loidolt asked how they would access that parking lot. Mr. Stremcha said eventually via the interchange but at first it will be the main road. The service roads will all be incorporated in phases as the development grows so not all in phase one. Commissioner Loidolt said that he likes the plan, but they need parking lots. Chair Anderson said that it would be better with a central parking lot than one on each side. They clarified that the red lines on the design represent sidewalks.

Mr. Stremcha asked what the commissions suggestion is on the number of parking stalls. Commissioner Niziolek said that there were ten cars parked at Houlton tonight so he feels this neighborhood will need at least 25 to 30. Commissioner Loidolt agreed. Commissioner Varty said that they should evaluate which side would have the heaviest usage.

Commissioner Varty said that it may not only be people from outside the neighborhood but also people within the neighborhood. Commissioner Goodwin said the type of amenities included in the park will affect how many parking stalls will be needed. If they are going to have amenities where multiple families are going to meet up such as a playground and picnic pavilion, then they need many spots.

Mr. Stremcha asked how the commission would feel about having indented parking along the street outside the grey park area on the map. Commissioner Niziolek said he is supportive if the parking locations are designated and clear to the people purchasing the homes.

Commissioner Loidolt asked how much of the park land would be taken up by those parking spots. Mr. Stremcha said maybe 7.5 % of the park land. Chair Anderson said he thinks that type of parking



could work. Commissioner Goodwin agreed and said she has gone to other parks with similar parking, and it did not seem to disrupt the neighborhood very much.

Commissioner Loidolt asked if this would replace the option of a north parking lot or be in addition. Mr. Stremcha said it would be instead of and would provide 37 ten-foot-wide spots.

Commissioner Niziolek asked if they could do a mini version of that on the north side as well. Chair Anderson said he thinks just one would be enough. Commissioner Loidolt said that from the grey area down to the blue area is a slope and he has concerns about that. Chair Anderson said the slope meets ADA and he thinks central parking would be enough. Commissioner Varty asked if cars could still roadside park. Chair Anderson said yes, they could.

Commissioner Niziolek asked how much money would be in park dedication. Chair Anderson said that is incalculable right now and would be determined by City Council. Chair Anderson explained that per ordinance it is one thing but if Council does not follow the ordinance, it would be different.

Commissioner Niziolek wants to recommend that 50 % of that money from the park dedication cash go towards finishing the trail in the flood plains in a reasonable amount of time so it does not end up being a dead-end trail.

Commissioner Varty said not to disagree, but does that leave enough money to build a decent playground up on the bluff? Commissioner Goodwin said she thought she understood that the money that is dedicated stay in the parks in this development. Mr. Stremcha said that was the recommendation at the previous Commission meeting. Chair Anderson said that he would recommend that the city just accepts the cash and not designate where it goes. Commissioner Niziolek said that he wants to make sure that when the development is completed, all the amenities would be in. He thinks that will cost at least a million dollars.

Commissioner Stewart questioned if they they could split the cash delegation to parks and trails. Mr. Stremcha said they can do whatever the commission recommends for the City Council to make the final decision on, but he suggested that they just accept the cash and then discuss the amenities later. Mr. Stremcha said they could create a wish list based on priorities and as funds become available, they can apply them.

Commissioner Niziolek said he is worried they are just adding another million dollars' worth of amenities they cannot afford. Chair Anderson explained that park dedication is a balance of land and cash. Commissioner Niziolek asked if he could make a request for the HOA to be a player in the development of this park since about 60% of the users of the park will probably be residents of the park. Mr. Stremcha said that is something to be determined in the future but as far as the park it was an all or nothing offer initially. The lowland could either be completely private or completely public.

Steve Bona from Capstone joined the discussion at this time. Mr. Stremcha recapped the parking lot discussion that was taking place when Mr. Bona walked into the meeting. Mr. Bona explained that parking is allowed on both sides of the street in this development and these streets are much wider than previous developments they worked with. He explained that in their last development in Ramsey they have parallel parking, and it has worked well. He also said that the park is just shy of two acres and adding a parking lot would really cut into that. Mr. Bona pointed out that the grey shaded box on the slide designated for the bluff park would be shorter by one lot size.



Commissioner Loidolt said one of the concerns he has is the on-street parking, garbage, and disturbance to the neighbors. He added that according to the changes Mr. Bona just shared reducing the grey space by one lot, the parking spaces would reduce to 25 from the 40 they originally estimated. Mr. Bona said he does not believe this park will need that much parking since most of the use will be from within the neighborhood. Commissioner Loidolt says he believes that with this park being on the Mississippi it will draw more usage including vehicles.

Commissioner Stewart said the other potential users would be trail users and that could add to the parking need. Chair Anderson said he does not believe this would be a major trail head. He also said he likes everything that staff has prepared including the gray shaded park and then with the inclusion of parking but thinks that needs a little more planning.

Commissioner Varty asked Mr. Bona if they had an issue selling the lots that are by the parks in Ramsey. Mr. Bona said he did not have any problems with that since some buyers place high value on living by the park.

Mr. Bona asked if there was a size in the gray area that they were looking for. Chair Anderson said originally it was eight acres, but they have had to compromise to what they have now.

Mr. Bona said that they collaborated with staff to figure out a way to make it work and they don't know how to make it work in any other way if they were to remove more lots. Making it a 2-acre park is doable with the challenges presented. Chair Anderson said that the commission has compromised a lot as well from their original recommendations. He said they will see what the Council recommends.

Mr. Bona pointed out that the HOA park in their original proposal was removed. He said that it was originally down by the river, but they have since removed that original offer. They will have to figure out how to reincorporate that back in for the neighborhood. They would put that back into the north, not necessarily connecting to the bluff, but it does have to connect to the trail. A small piece of property with a dock in the highland down by the water. They could propose its connection via a private trail from the public trail and leave the fence and tree line that is down there now to create a border. He does not think there would be a lot of visibility from the trail, but the HOA would know it is there. Chair Anderson said it would be a great addition. Commissioner Niziolek said he is concerned people could be cited for trespassing. Mr. Bona said it would be a private area that the HOA would maintain. He said that the public could use a public dock if we put one in.

Staff and Commissioners reviewed and discussed the motion recommendations in the presentation.

**Moved by Commissioner Goodwin and seconded by Commissioner Stewart to recommend acceptance of the lower land area of approximately 25 acres (the net area deeded to the city) as park land dedication giving credit for dedication at 50% rate equivalent to approximately 12.5 acres of park land dedication credit. Motion carried 7-0.**

**Moved by Commissioner Stewart and seconded by Commissioner Varty to recommend acceptance of approximately 2-acre park as shown in exhibit as shown by staff on March 12<sup>th</sup> with the inclusion of approximately 20 parking stalls paid for by the developer. Motion carried 7-0.**



**Moved by Commissioner Varty and seconded by Commissioner Fermoyle to recommend acceptance of the remainder of park dedication credit in cash at the applicable rate at recording. Motion carried 7-0.**

**Moved by Commissioner Fermoyle and seconded by Commissioner Niziolek to recommend that the developer shall install the upland trail connections as shown in the exhibit shown by staff on March 12<sup>th</sup>. Motion carried 7-0.**

**Moved by Commissioner Niziolek and seconded by Commissioner Loidolt to recommend that the developer shall pay for the design/engineering specifications for the lowland trail as shown on the exhibit provided by staff on March 12<sup>th</sup>. Motion carried 7-0.**

**Moved by Commissioner Loidolt and seconded by Commissioner Goodwin to recommend that the developer will maintain the farm field in agriculture with a roundup ready crop preferably soybeans until the property is deeded to the city. Motion carried 7-0.**

Mr. Bona said they are excited about making progress on this park. He pointed out that park dedication comes in phases as they develop. It could be a 10-phase project so they will try to work as quickly as they can to get the park dedication. He also wants everyone to know they are buying the land over time, so they will not even control the lower field while they are building out the first couple of phases. The owners could do something different from what has been discussed. Commissioner Niziolek said with that being said, do they have concerns about not getting the 25-acre park, but they get half of their development. Mr. Bona said they will provide park dedication as they go, they cannot pay ahead with park dedication. He said they are also working with the city to help contract the improvements such as the pavilion and playground privately to get a better price or schedule.

Chair Anderson asked if the family trust will still own the land. Mr. Bona confirmed that the family will do whatever they plan to do, which right now is still crops. They are still planning to farm this next season.

## **8 Discussion Items**

### **8.1 Parks and Recreation Commission By-Laws**

Mr. Shelby presented his report and suggestions to the bylaws. He said they would make the updates tonight and bring back next month for recommendation for approval. He asked Chair Anderson if he wanted to go through staff recommendations first or go through each, section by section. He reviewed the staff recommendations first.

Chair Anderson said that he has thought about the rotating Chair quite a bit and he thinks of the job of Chair as a big job, and he has the time to invest in it. Commissioner Stewart said that while he thinks it might be good to rotate, he does not want to put a mandate requiring it. The commissioners agreed they don't feel the need to add a mandate to it at this time. Chair Anderson said he has a suggestion to have the Vice-Chair walk in his shadow and meet with Mr. Stremcha and Mr. Shelby during his monthly meetings.

Secretary Larson pointed out that the current bylaws are from 2017 but there have been amendments since 2017. Chair Anderson said he did not see any problem with items one through five. No one else did either.

Mr. Shelby asked the Commissioners to clarify what they would like staff to do with the recommendations presented.

Chair Anderson also suggested that the Commission go through the ordinances once a year. Secretary Larson pointed out that if staff completes the recommendations tonight the ordinances and the bylaws will match. At the April meeting Secretary Larson will provide a set of each for comparison.

The commission agrees to have staff update the bylaws with the recommendations per the staff report and bring back to the April commission meeting. The commission recommended to not include the requirement of rotating Chair and Vice-Chair. Commissioner Loidolt suggested that March is the month they review of bylaws.

## **9. Recreation Manager Update**

Mr. Shelby presented his report.

## **10. Announcements**

Chair Anderson pointed out that the commissioners can request that items be added to the next commission agenda by getting a hold of staff. Chair Anderson asked for an update on the County Rd. Mississippi Trail at the next meeting as well as Camp Cozy signs per request from Commissioner Varty.

## **11. Adjourn Meeting**

**Moved by Commissioner Fermoyle and seconded by Commissioner Varty to adjourn the regular meeting of the Parks and Recreation Commission at 8:37pm. Motion carried 7-0.**

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**  
April 9, 2025

**Prepared By**  
Jeff Shelby, Recreation Manager

**Item Description**  
Archery Deer Hunt Steward

**Reviewed by**  
Jeff Shelby  
Joe Stremcha

## Action Requested

The commission will recognize Wayne Becklin for his volunteer efforts with the annual archery deer hunt at the William H. Houlton Conservation Area.

## Background/Discussion

Wayne Becklin has been named the official Archery Deer Hunt Steward for the William H. Houlton Conservation Area. Mr. Becklin has served as the unofficial steward for this park activity for the last few years and the City appreciates his continued efforts in coordinating the hunting activities at Houlton. Mr. Becklin will also present the highlights from this year's hunt.

## Financial Impact

None.

## Mission/Policy/Goal

Opportunity to live, work, and play. Work with citizens to achieve goals.

## Attachments

None

## The Elk River Vision

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





# Request for Action

**To**  
Parks and Recreation Commission

**Item Number**  
6.2

**Meeting Date**  
April 9, 2025

**Prepared By**  
Jeff Shelby, Recreation Manager

**Item Description**  
Student Presentation - Johnathan Vick

**Reviewed by**  
Jeff Shelby  
Joe Stremcha

**Action Requested**  
Spectrum High School student Johnathan Vick will present his senior project.

**Background/Discussion**  
Mr. Vick's senior school project involved raising money to donate to the city toward the cost of installing an adaptive playground swing in a city park.

**Financial Impact**  
Donated money will be deposited into the Park Improvement Fund.

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

**Attachments**  
None

## The Elk River Vision

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# Request for Action

**To**  
Parks and Recreation Commission

**Item Number**  
7.1

**Meeting Date**  
April 9, 2025

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

**Item Description**  
Farmers Market Coloring Contest Vote

**Reviewed by**  
Jeff Shelby  
Joe Stremcha

**Action Requested**  
Approve, by motion, the winner of the 2025 Farmers Market Coloring Contest.

## **Background/Discussion**

Entries were received for artwork that will be featured on the 2025 Farmers Market promotional tote. The winning artwork will be used to create the tote bag given out to shoppers on the opening day of the 2025 outdoor market season. Artwork submissions will be shown and voted on during the PowerPoint presentation.

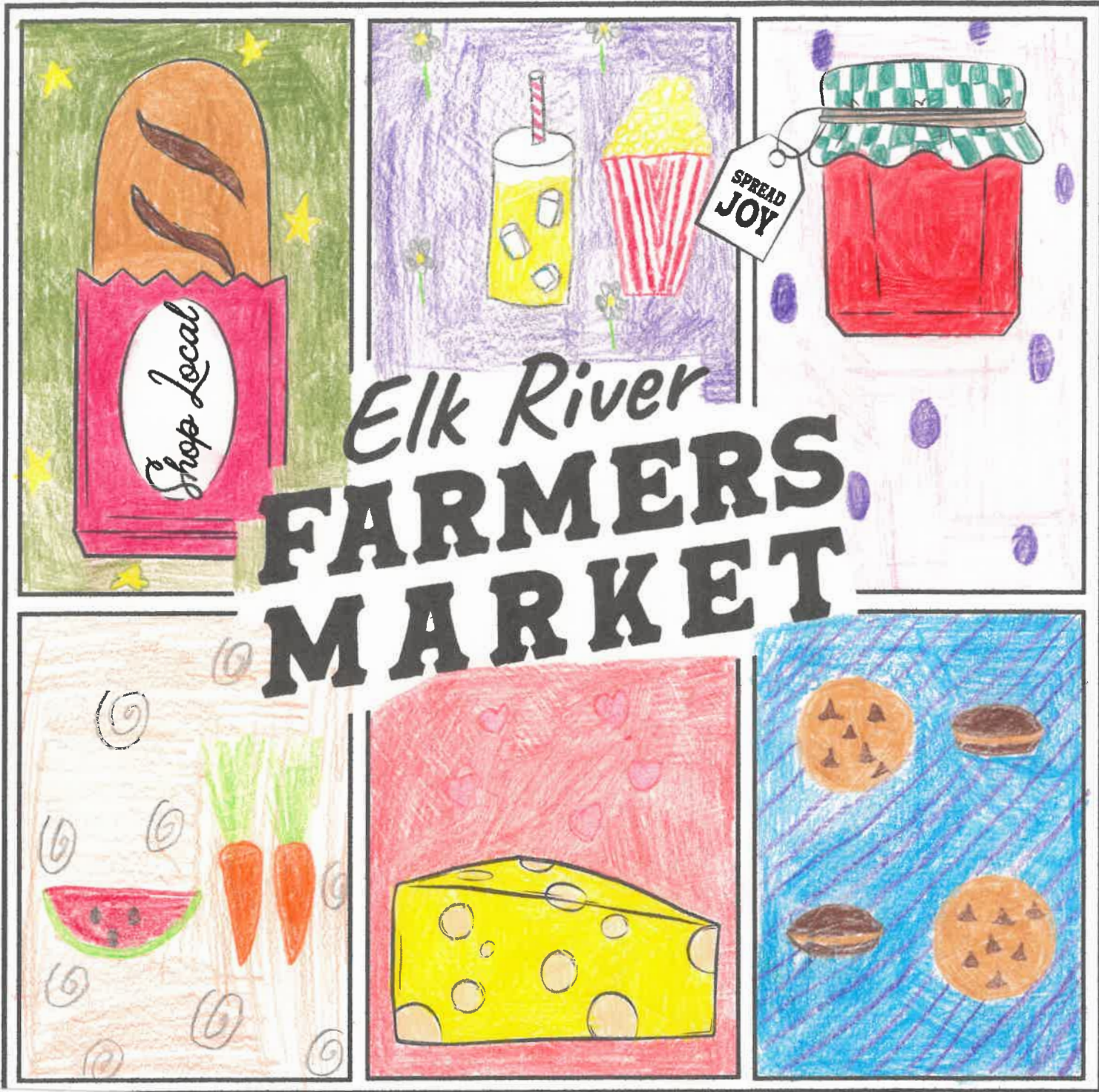
**Financial Impact**  
None.

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

**Attachments**  
I. Market Coloring Contest Submissions

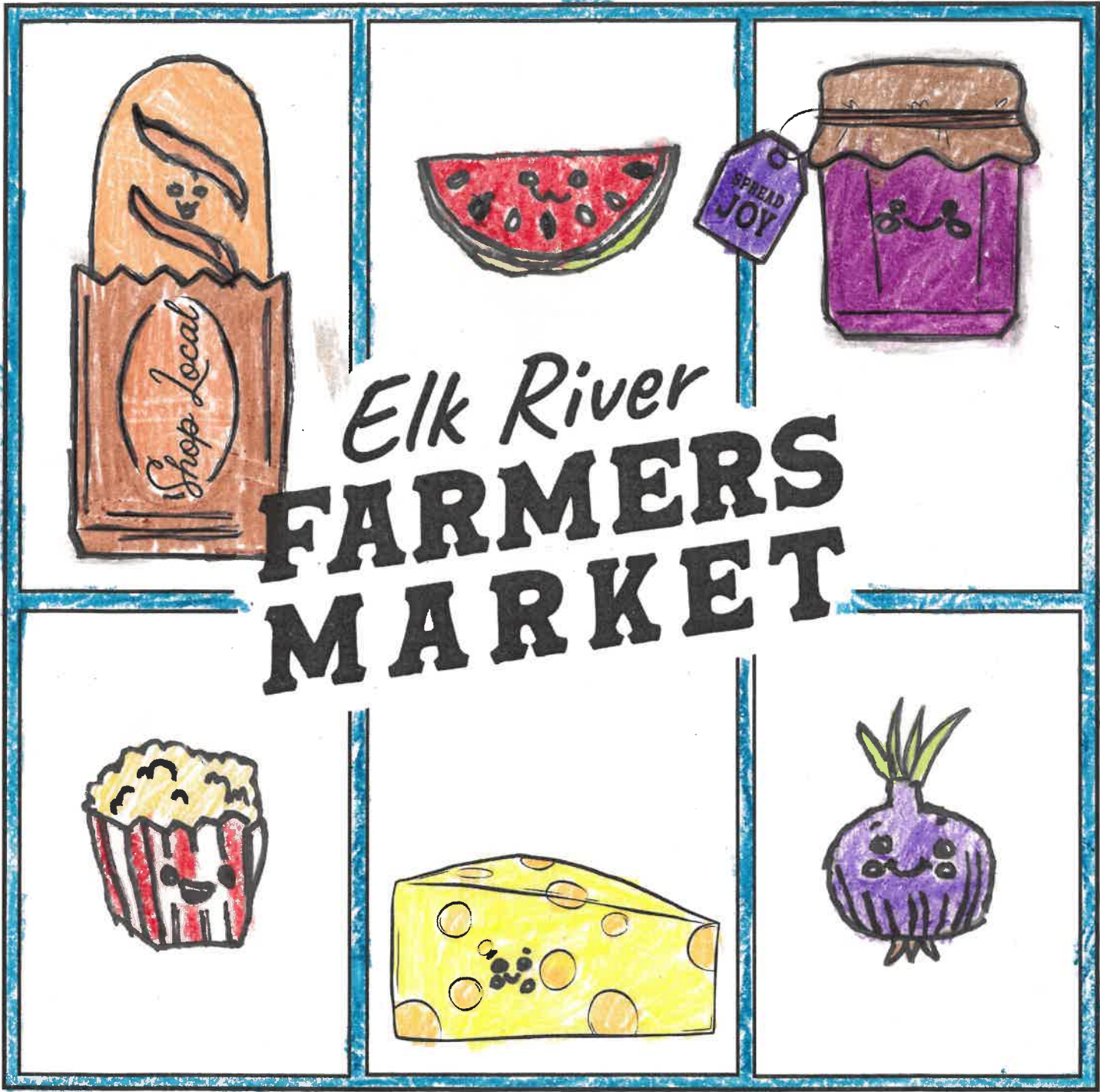
## **The Elk River Vision**

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



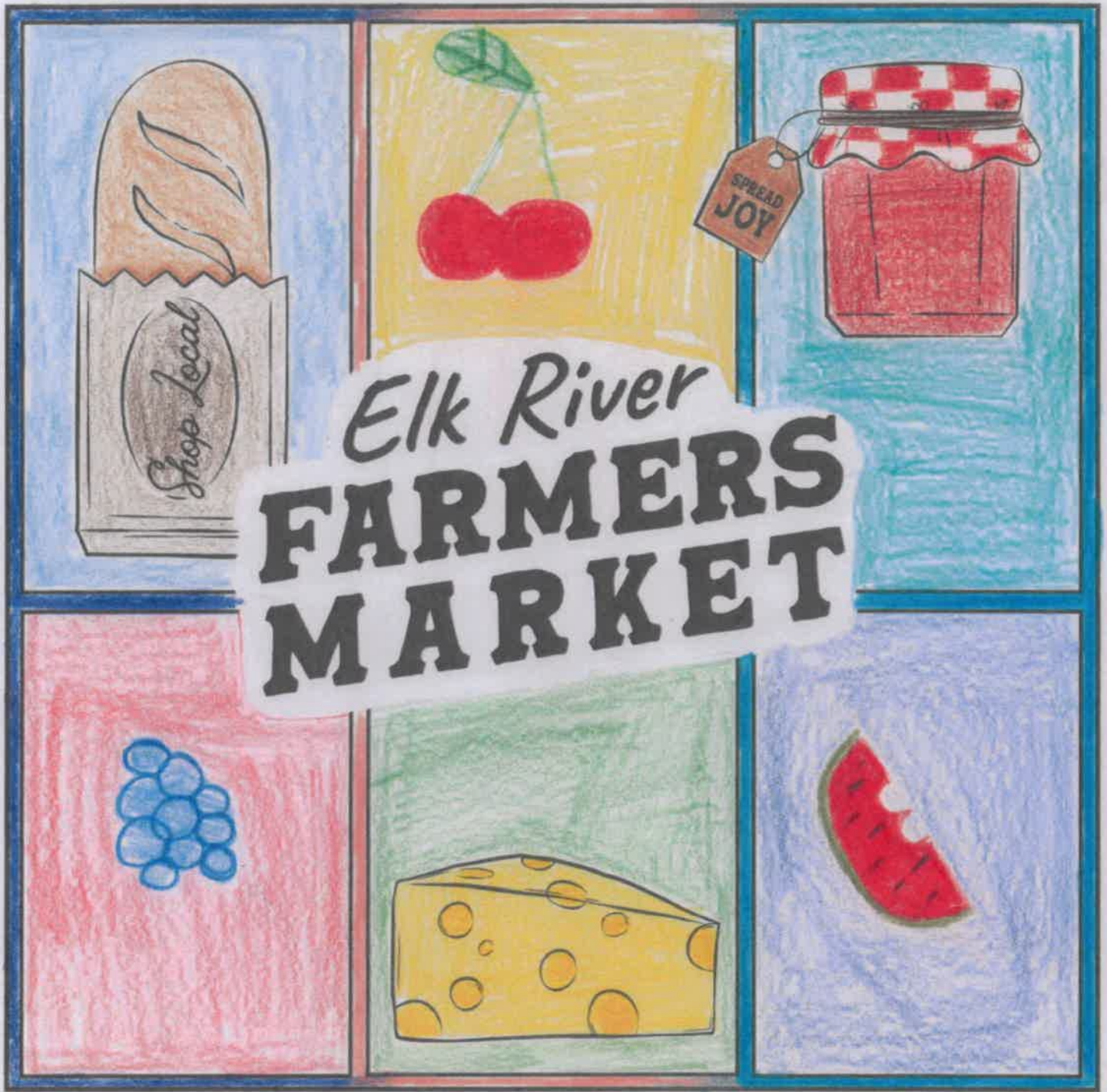
Elk River  
**FARMERS  
MARKET**

A



*Elk River*  
**FARMERS  
MARKET**

B



C



# Request for Action

**To**  
Parks and Recreation Commission

**Item Number**  
7.2

**Meeting Date**  
April 9, 2025

**Prepared By**  
Jeff Shelby, Recreation Manager

**Item Description**  
Athletic Facilities Emergency Action Plan

**Reviewed by**  
Jeff Shelby  
Joe Stremcha

**Action Requested**  
Approve, by motion, the Emergency Action Plan (EAP) for the athletic facilities.

**Background/Discussion**  
Staff determined a need to develop an EAP for our outdoor athletic facilities. Recreation Coordinator Warren Ellingworth developed the plan and sought feedback from our public safety officials, along with Commissioner Stewart, who has a background in developing these plans.

**Financial Impact**  
None.

**Mission/Policy/Goal**  
Meet changing needs - agile.

**Attachments**  
I. Athletic Facility EAP 2025-Draft

## The Elk River Vision

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City of Elk River Parks and Recreation Department

# Athletic Facilities Emergency Action Plan

Approved: Commission: April 9, 2025

City Council: April 21, 2025

## **Purpose**

The purpose of an Emergency Action Plan is to provide the users of this facility guidance in the event of an emergency. This Emergency Action Plan describes the initial responsibilities and actions to be taken by the users on site until the appropriate public safety or city responders take over.

While it is impossible to provide specific information for all situations, there is no guarantee implied by this plan that a perfect response to emergency incidents will be practical or possible. Therefore, this plan is a guide for users to familiarize themselves with basic emergency planning, response, and evaluation.

**In the event of a medical or fire emergency, dial 911.**

**In the event of severe weather, seek shelter immediately.**

## **Emergency Notification-CodeRED**

CodeRED is an automated notification system the city uses to call residents with a recorded message. CodeRED can reach Elk River residents by residential phone, business phone, or cell phone. It will make three attempts to contact citizens and will leave messages in voicemail boxes and on answering machines. Emergency managers can send a message to the entire city or to a selected area.

### **What is CodeRED used for?**

CodeRED alerts are issued for a variety of situations, including natural disasters, terrorism threats, gas leaks, snow emergencies and severe weather, water contamination, chemical spills, missing child alerts, tornado's, flash flooding, etc.

### **Sign up today**

The only way to be sure your information is entered into the CodeRED system is to sign up for the notifications. To include your contact information in the CodeRED system, go to the City of Elk River website and type in CodeRed. You will be asked to provide your phone number and home address so that notifications made only to selected neighborhoods are accurate. Your information will only be used for CodeRED notification purposes. If you are unable to sign up online, call 763-635-1000.



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DRAFT

# Medical Emergency

## Response to any illness, injury, accident situation:

1. First person at the scene will (provided the scene is safe):
  - a. Check injured person(s) to assess level of injury and secure the scene.
  - b. If severe or life threatening: **Dial 911.**
  - c. Identify yourself to the dispatcher.
  - d. Location of this facility. (See Appendix)
  - e. Share as much information as possible with dispatcher:
    - i. Time of injury/illness
    - ii. History and/or mechanism of injury or illness if known (what happened)
    - iii. Suspected injury or illness
    - iv. Injured person's present condition (level of consciousness, breathing, etc.)
    - v. Status of current medical assistance (CPR/1<sup>st</sup> Aid/AED certified)
    - vi. Specific location of injured or ill person. (Which field)
  - f. Allow the dispatcher to hang up first.
  - g. If possible, send someone to meet the ambulance.
  - h. Begin emergency care if needed.
  - i. If the injured person is under 18, contact the parent(s)/legal guardian immediately.
  - j. Notify Sports Coordinator of the incident.

# Severe Weather

1. It is the responsibility of the organization reserving the fields to have a designated individual in charge of the complex for each tournament to monitor the weather conditions. (Tournament Director) For non-tournaments, it is the coaches of the home team to monitor the weather during practices or games.
2. **Severe Thunderstorm or Tornado Watch**
  - a. Notify coaches and umpires on all fields of the potential threat. Inform them to be alert for rapidly changing weather conditions.
  - b. Inform all spectators at each field of the potential threat and to be alert for rapidly changing weather conditions.
3. **Severe Thunderstorm or Tornado Warning**
  - a. When a severe thunderstorm or tornado warning is issued, heavy rain, hail, or damaging winds can be expected. Funnel clouds may also be spotted.
  - b. When a warning is issued, all game play must be suspended immediately.
    - i. All players, coaches, spectators, and umpires should get to a safe location until all clear is given.
4. **All-Clear**
  - a. Once the “All-Clear” has been issued by the National Weather service, event organizers and coaches should:
    - i. Assess and contact emergency services as needed. (Fire, Medical, etc.)
    - ii. Assess damage to facilities/fields. It is not safe to enter severely damaged or demolished buildings.
    - iii. Report all damage to the Park Foreman and Sports Coordinator
      1. The Park Foreman will determine if the facility is deemed safe to resume play or not.

# Emergency Evacuation Procedures

It is important to familiarize yourself with the location of the exits of each athletic complex. Regularly review the routes to ensure everyone is prepared to respond effectively in the event of an emergency. The following are steps for evacuating an athletic complex.

1. Calmly notify game officials, coaches, and spectators at each field about the mandatory evacuation.
2. Cease all work and games and leave the facility at the nearest exit, immediately.
3. If possible, assist persons with disabilities, injuries, or elderly.
4. Move quickly, but calmly out of the complex.

DRAFT

# Active Shooter/Hostile Event

When an active shooter/hostile event is in or near the complex, quickly determine the most reasonable ways to protect your own life. Remember that visitors are likely to follow the lead of employees or volunteers during an active shooter situation.

Because active shooter/hostile event situations are often over before law enforcement arrives on the scene, the individual must be prepared both mentally and physically to deal with an active shooter/hostile event situation. Rapid notification of these events is critical to ensure a timely law enforcement response. While keeping safety in mind, rapid reporting should be done as soon as possible.

Staff should consider the following guidance, in order, when responding to such a threat:

1. **RUN** and escape, if possible.
  - Getting away from the shooter or shooters is the top priority.
  - Leave your belongings behind and get away.
  - Help others escape, if possible, but evacuate regardless of whether others agree to follow.
  - Warn and prevent individuals from entering an area where the active shooter may be.
  - Call 911 when you are safe.
    - If placing a voice call to 9-1-1 is not safe, then consider texting 9-1-1 from a cellular phone.

## Information to provide to law enforcement or 9-1-1 operator:

- Location of the active shooter/active attacker
- Number of shooters/attackers, if more than one
- Identification of the attacker if it is known.
- Physical description of shooter(s)/attacker(s)
- Number and type of weapons held by the shooter(s)/attacker(s)
- Number of potential victims at the location

2. **HIDE** if escape is not possible.
  - Get out of the shooter's view and stay very quiet.
  - Silence all electronic devices and make sure they will not vibrate.
  - Lock and block doors, close blinds, and turn off lights. (If applicable)
  - Do not hide in groups- spread out or hide separately to make it more difficult for the shooter.
  - Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
  - Stay in place until law enforcement gives you all clear. Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

3. **FIGHT** as an absolute last resort.
  - Commit to your actions and act as aggressively as possible against the shooter.
  - Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, baseballs, etc.
  - Be prepared to cause severe or lethal injury to the shooter.
  - Throw items and improvise weapons to distract and disarm the shooter.

### **AFTER AN ACTIVE SHOOTER/HOSTILE EVENT**

- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

### **KEY ACTIONS DURING A HOSTAGE SITUATION**

Hostage situations are incredibly stressful scenarios. The following items outline some considerations in the rare event that such a situation presents itself at a facility.

- Be patient. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor is often emotionally unstable. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor, who may be agitated. Avoid appearing hostile.
- Always maintain eye contact with the captor, if possible, but do not stare. Treat the captor respectfully.
- Comply with instructions as best you can and avoid arguments.
- Be observant. You may be released or have an opportunity to escape. The personal safety of others may depend on your memory.
- If medications, first aid, or restroom privileges are needed by anyone, say so.

# Bomb Threats/Suspicious Bag

If you notice a suspicious bag or a bag sitting unattended for an extended period, follow the steps for a suspected bomb discovery below.

**If a suspected bomb is discovered:**

5. Do not use radios or cell phones in the area (they may activate the bomb)
6. Evacuate the area at least 500 feet in all directions.
7. Call 911.
8. Do not move, touch, or handle the suspected bomb or anything that looks suspicious.
9. Control access until the police have taken over.

## Telephone Threats

While this is an unlikely scenario, we want to ensure facility users are familiar with this procedure.

1. Keep the caller on the line as long as possible to increase the chances of the call being traced.
2. Attempt to get the following information from the caller:
  - a. Time/date the bomb is set to explode.
  - b. Size/Shape of the bomb.
  - c. Exact location of the bomb.
  - d. Why was the bomb placed there? Is there more than one?
3. Note everything about the caller and background noises:
  - a. Voice- accent, deep, stutters, etc.?
  - b. Male or Female
  - c. Do they sound younger or older?
  - d. Background noise- Music, people, cars, trains, buses, etc.
  - e. Do not hang up.
  - f. Call 911 from another phone and by another person, if possible.
    - i. Identify yourself, location, type of emergency.
    - ii. Give the dispatcher as much information about the incident.
    - iii. If possible, give the phone number the threat was made from.
  - g. Notify all coaches and umpires by personal contact.
    - i. Do not use cell phones/radios as they may activate the bomb.
  - h. Evacuate the facility at least 500 feet.
    - i. Remember to stay calm.
  - i. Do not touch anything that looks unusual.
  - j. Notify everyone once the bomb threat is over.
  - k. Write down everything you remember about the bomb threat phone conversation immediately after, when it is safe to do so.

# Heat/Air Quality Index

The purpose of this section is to increase awareness of the health and safety risks associated with high heat and humid weather conditions. The potential for injuries has statistically shown to increase during high-heat periods. It lowers mental alertness and physical performance, promotes irritability, anger, and other emotional states that may cause athletes, coaches, or spectators to overlook safety procedures.

It is the responsibility of the organization and its coaches to make the decision on whether to practice or play based on the heat and humidity. The heat index is referred to as the “apparent temperature,” that is a measure of how humidity acts with elevated temperatures to reduce the body’s ability to cool itself.

Apparent Temperature (Degrees F)	Danger Category	Explanation
80 – 90 Degrees	Caution	▶ Fatigue possible with prolonged exposure & physical activity.
90 – 105 Degrees	Extreme Caution	▶ Sunstroke, heat cramps & heat exhaustion possible with prolonged exposure & physical activity.
105 – 130 Degrees	Danger	▶ Sunstroke, heat cramps or heat exhaustion likely ▶ Heatstroke possible
130+ Degrees	Extreme Danger	▶ Heatstroke or sunstroke is imminent.

## Air Quality Index (AQI)

The AQI is the EPA’s tool for communicating outdoor air quality and health. The AQI included six color-coded categories, each corresponding to a range of index values. The higher the AQI, the greater the level of air pollution and the greater the health concern.

### AQI Basics for Ozone and Particle Pollution

Daily AQI Color	Levels of Concern	Values of Index	Description of Air Quality
Green	Good	0 to 50	Air quality is satisfactory, and air pollution poses little or no risk.
Yellow	Moderate	51 to 100	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.
Orange	Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.
Red	Unhealthy	151 to 200	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.
Purple	Very Unhealthy	201 to 300	Health alert: The risk of health effects is increased for everyone.
Maroon	Hazardous	301 and higher	Health warning of emergency conditions: everyone is more likely to be affected.

# Abducted/Missing Persons

Each organization will inform their coaches and other on-site volunteers to be aware of what to do in the event someone is either abducted or has gone missing from their parent/guardian while at their athletic facility event.

1. The first person who is made aware of a potential abduction/missing person shall notify all coaches or event organizers immediately.
2. Get a good description of the missing person so you know what to look for.
  - a. Name of missing person.
  - b. Age, height, weight, race, hair color.
  - c. Clothing (be as specific as possible)
  - d. Any other pertinent identifying characteristics.
  - e. Use a photograph if available.
3. Anyone assisting in the search shall meet at a designated location.
  - a. See Exhibit A-D for specific site.
4. Head Coach or Event Organizer shall **call 911**.
5. Provide as much information as possible to the dispatcher.
  - a. Note: A parent or guardian responsible for the missing person must be present when the call is made to 911 and a missing person report must be filed.
6. Follow the directions given by the police officers and assist them as needed.
7. Stay with the family/friends of the missing person.
8. Head Coach or Event Organizer will notify everyone involved in the search once the person has been found.

## Fire Emergency

1. Call 911 from a safe location.
2. Identify yourself, your location, and what is on fire.
3. Evacuate all volunteers, coaches, and spectators to a safe distance from the fire.
4. If possible, use fire extinguishers or other appropriate means to knock down small fires, **but only if it is safe to do so**, until the fire department arrives.
5. Ensure fire lanes are open for quick and easy access for the fire department.
6. Event organizer and coaches should ensure that all volunteers and umpires are safe. Meet at the safe location established in Exhibit A-D.
7. Notify Sports Coordinator and Parks Foreman.
  - a. Once the fire is resolved, they will work with the fire department to determine if any games are able to resume.

DRAFT

# Exhibit A

## Plants and Things Recreation Complex

Facility Address: 9950 165<sup>th</sup> Ave NW, Elk River, MN 55330

The AED is located on the concession stand facing the playground.

### Severe Thunderstorm or Tornado Warning Safe Locations

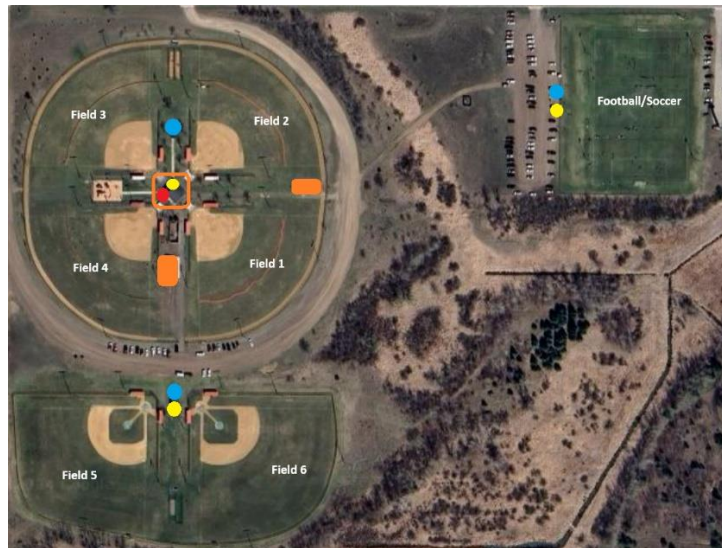
- Since this is an outdoor facility, the following are determined to be the safest locations:
  - **Personal Vehicle**
  - **The concession stand**- limited space to be a true safe location.
  - **Bathroom building in between field 1 and 4**- Very limited space.
  - **Storage Garage in between field 1 and 2**- Very limited space.

### Abducted/Missing Person

- The designated place to assemble searchers:
  - Fields 1-4: Concession Stand
  - Fields 5-6: Under the picnic shelter in between the fields.
  - Football/Soccer: At the West entrance.

### Fire Emergency

- The designated place to meet to ensure coach/umpire/volunteer safety:
  - Fields 1-4: Under the picnic shelter in between fields 2 and 3.
  - Fields 5-6: Under the picnic shelter in between the fields.
  - Football/Soccer: At the West entrance.



- AED
- Abducted/Missing Person Meet-Up
- Storm Safe Locations
- Fire-Safe Meet-Up

# Exhibit B

## Dave Anderson Athletic Complex

Facility Address: 13300 Business Center Drive NW, Elk River, MN 55330

The AED is located inside the concession stand.

### Severe Thunderstorm or Tornado Warning Safe Locations

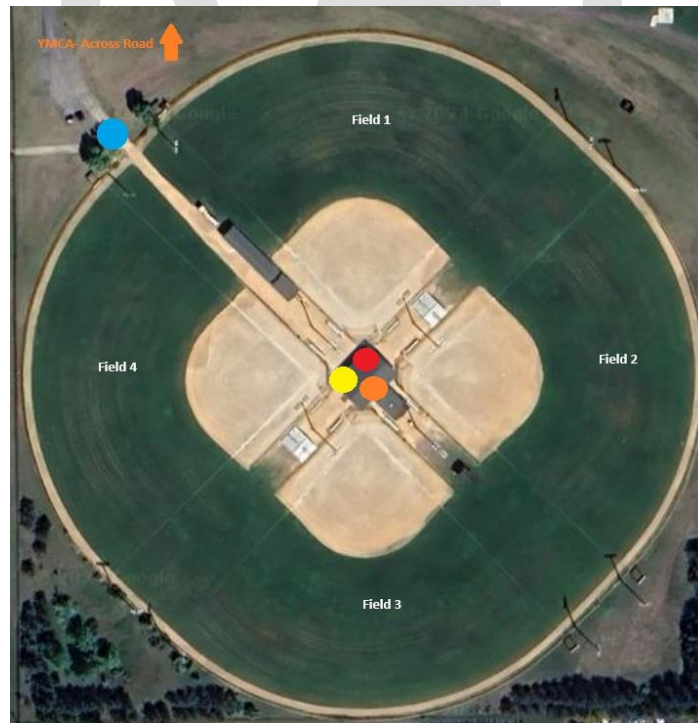
- Since this is an outdoor facility, the following are determined to be the safest locations:
  - **Across the street at the YMCA.**
  - **Personal Vehicle**
  - **The concession stand-** limited space to be a true safe location.

### Abducted/Missing Person

- The designated place to assemble searchers:
  - Concession Stand

### Fire Emergency

- The designated place to meet to ensure coach/umpire/volunteer safety:
  - Main gate entrance.



- AED
- Abducted/Missing Person Meet-Up
- Storm Safe Locations
- Fire-Safe Meet-Up

# Exhibit C

## Lion John Weicht Park

Facility Address: 1104 Lions Park Drive, Elk River, MN 55330

The AED is located inside the concession stand.

### Severe Thunderstorm or Tornado Warning Safe Locations

- Since this is an outdoor facility, the following are determined to be the safest locations:
  - Across the street at the Furniture and Things Community Event Center.
  - Personal Vehicle
  - The concession stand- limited space to be a true safe location.
  - Permanent Bathroom Building- limited space to be a true safe location.

### Abducted/Missing Person

- The designated place to assemble searchers:
  - Small picnic shelter near concession stand.

### Fire Emergency

- The designated place to meet to ensure coach/umpire/volunteer safety:
  - Park Map Kiosk near loading/unloading zone.



- AED
- Abducted/Missing Person Meet-Up
- Storm Safe Locations
- Fire-Safe Meet-Up

# Exhibit D

## Oak Knoll Athletic Complex

Facility Address: 999 Proctor Ave, Elk River, MN 55330

There is no AED at this location.

### Severe Thunderstorm or Tornado Warning Safe Locations

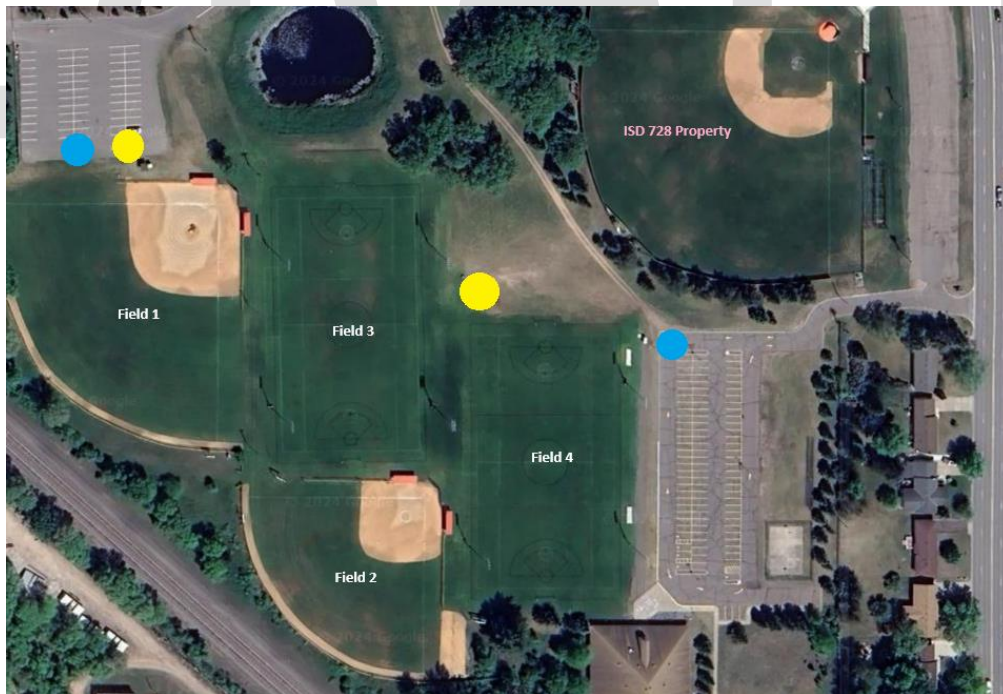
- Since this is an outdoor facility, the following are determined to be the safest locations:
  - Personal Vehicle
  - Furniture and Things Community Event Center

### Abducted/Missing Person

- The designated place to assemble searchers:
  - Field 1-2: NW Parking lot near public works building.
  - Field 3-4: The brown shed/sprinkler cage.

### Fire Emergency

- The designated place to ensure coach/umpire/volunteer safety:
  - Field 1-2: NW Parking lot near public works building.
  - Field 3-4: By the portable toilets near the East parking lot.



- AED
- Abducted/Missing Person Meet-Up
- Storm Safe Locations
- Fire-Safe Meet-Up



# Request for Action

**To**  
Parks and Recreation Commission

**Item Number**  
7.3

**Meeting Date**  
April 9, 2025

**Prepared By**  
Jeff Shelby, Recreation Manager

**Item Description**  
Field Trip/Large Group Park Rental Reservation

**Reviewed by**  
Jeff Shelby  
Joe Stremcha

## Action Requested

Recommend, by motion, revisions to the existing Organization/Business Large Group Policy as presented, including changing the title of the policy to Field Trip/Large Group Park Rental Reservation.

## Background/Discussion

Following the improvements made at Orono Park, Lion John Weicht Park, and Woodland Trails Regional Park in 2020-2021, staff have seen a significant increase in usage of the playgrounds and water features by schools, day cares, churches, and other outside recreational services.

In 2023, staff recommended a policy be put in place to manage usage with the goal of spreading out group reservations to avoid capacity issues. This policy was approved by both the Parks and Recreation Commission as well as the City Council.

After 2 years of being in place, staff have collaborated with many local and non-local organizations for field trips, ensuring a much smoother and satisfactory experience for everyone. Staff ensure that reservations are spread out so multiple groups do not show up on the same days. Staff are suggesting the following changes to the existing policy to match the needs of the many groups that are utilizing our services.

Elk River parks and amenities have become a premier destination for summer fun for kids in Minnesota. We are proud to provide a place for summer memories to be made.

Some of the groups we already have multiple bookings with for 2025 include Big Lake Independence Elementary, Elk River Meadowvale Elementary, Eastview Magic Adventures from Monticello, and St. Francis Kid Connection.

## Financial Impact

As more organizations become aware of our well-managed park reservation system, they are eager to book their activities with us, potentially increasing shelter and pavilion rental revenue.

### The Elk River Vision

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



**Mission/Policy/Goal**

Support the growth and development of the community.

**Attachments**

1. Field Trip Large Group Park Rental Reservation with Track Changes
2. Field Trip Large Group Park Rental Reservation with Changes Accepted - Copy



**Organization/~~Business~~  
Large Group  
Policy**  
**Field Trip/Large  
Group  
Park Rental  
Reservation**

Daycares, clubs, schools, churches, non-profits, etc. **are strongly encouraged to complete a planning a field trip must book an Organization/Business Large Group Reservation Field Trip/Large Group Park Rental Reservation.** This reservation serves to maintain daily playground and splash pad capacity, parking space, safety, and preserve impact to open green space.

- Applies to groups over ~~10~~20 people.
- Maximum group size ~~of 40 people equal to shelter or pavilion rental occupancy.~~
- Groups must ~~also~~ rent a park shelter or pavilion (fees apply, please see rental fees for shelters and pavilions)
- Groups must provide proof of rental if asked ~~i.e.~~i.e., permit/rental receipt.
- ~~Groups without reservations will be denied access.~~Priority access given to groups with reservations.
- No refunds or credit due to weather conditions or mechanical failure of the splash pad.

Reservations are offered in 3-hour blocks:

- 10:00 a.m. - 1:00 p.m.
- 1:00 p.m. - 4:00 p.m.
- 4:00 p.m. - 7:00 p.m.

Only one field trip park/large group rental permitted per day.

**~~Organization/Business Large Group Policy~~**

**Policy History**

Adopted by:	On (date)	Item #
Parks and Recreation Commission	March 8, 2023	7.2
City Council	March 20, 2023	8.1

13065 Orono Parkway  
Elk River, MN 55330  
763.635.1000





## Field Trip/Large Group Park Rental Reservation

**Daycares, clubs, schools, churches, non-profits, etc. are strongly encouraged to complete a Field Trip/Large Group Park Rental Reservation. This reservation serves to maintain daily playground and splash pad capacity, parking space, safety, and preserve impact to open green space.**

- Applies to groups over 20 people.
- Maximum group size equal to shelter or pavilion rental occupancy.
- Groups must rent a park shelter or pavilion (fees apply, please see rental fees for shelters and pavilions)
- Groups must provide proof of rental if asked i.e., permit/rental receipt.
- Priority access given to groups with reservations.
- No refunds or credit due to weather conditions or mechanical failure of the splash pad.

Only one field trip park/large group rental permitted per day.

### History

Adopted by:	On (date)	Item #
Parks and Recreation Commission	March 8, 2023	7.2
City Council	March 20, 2023	8.1

13065 Orono Parkway  
Elk River, MN 55330  
763.635.1000



ElkRiverMN.gov



# Request for Action

**To**  
Parks and Recreation Commission

**Item Number**  
7.4

**Meeting Date**  
April 9, 2025

**Prepared By**  
Jeff Shelby, Recreation Manager

**Item Description**  
Parks and Recreation Commission By-Laws

**Reviewed by**  
Jeff Shelby  
Joe Stremcha

## Action Requested

Approve, by motion, the April 2025 revision of the Parks and Recreation By-Laws.

## Background/Discussion

Last month, the commission was presented with suggested changes to the by-laws. The commission discussed the suggested changes and requested staff incorporate the changes into the by-laws. The by-laws have been updated with those changes to match the commission ordinance.

Three attachments are provided for review:

- The original by-laws (needing an update to match the ordinance).
- The Parks and Recreation Commission ordinance.
- The April 2025 revision of the by-laws with language that matches the current ordinance or was added at the suggestion of staff (shown in red).

## Financial Impact

None.

## Mission/Policy/Goal

Appropriately govern in an ever-changing environment.

## Attachments

1. Bylaws revised 2018
2. Parks and Recreation Commission Ordinances
3. Bylaws with 2025 revisions accepted - Copy

## The Elk River Vision

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



# **BY-LAWS OF THE ELK RIVER PARKS AND RECREATION COMMISSION**

## **ARTICLE I - NAME AND AUTHORITY**

### **1. Name**

The name of this organization shall be the Elk River Parks and Recreation Commission.

### **2. Authority**

This commission is established under the authorization of Elk River Code of Ordinances Chapter 2, Article 5, Division 3 *Parks and Recreation Commission*.

## **ARTICLE II - PURPOSE AND FUNCTION**

### **1. Purpose**

The Parks and Recreation Commission is a commission established to review and make recommendations to the city council on the development and organization of the city parks and the city recreation programs. The scope of the commission shall consist of advising the city council regarding matters relevant to the park and recreation functions of the city. The commission shall participate in the planning for development and acquisition of park land, including in its definition nature preserves, rain gardens, trails, river corridors and conservation areas, facilities and recreational programs.

### **2. Function**

- A. The Elk River Parks and Recreation Commission shall hold hearings, solicit public input and recommend to the city council such plans, programs and policies as it deems necessary to carry out the purposes of the parks and recreation department. Such powers shall include, but not be limited to, the study of and recommendation to the city council on the following:
- i. Land acquisition for park and recreation purposes.
  - ii. Plans for major improvements in city parks.
  - iii. Rules and requirements for conduct of and in parks and recreation facilities.
  - iv. Plans and programs relating to the design and programming of city parks and facilities.
  - v. Propose amendments in the recreation section of the city growth management plan.
  - vi. Development of a comprehensive city parks and recreation plan and make recommendations on the implementation of this plan.
  - vii. Assist in the promotion of city parks.
  - viii. Conduct periodic inspections of city parks and review existing situations and make recommendations on improvements of city parks and recreation programs.

- ix. Discouragement of vandalism in city parks.
  - x. Work with a variety of organizations in ensuring the offering of any appropriate array of recreation opportunities for the youth and adults of the city.
  - xi. Work with the parks superintendent to ensure the proper maintenance and development of city parks and park facilities.
  - xii. Work with the city administrative staff in ensuring that appropriate park properties in the city are obtained by the city during the city development platting process.
  - xiii. Any other plans and programs as may be assigned by the city council from time to time.
  - xiv. Continued vision of growth and improvement to all city parks, athletic fields and trails to ensure our parks and recreation system continues to stay on pace with the growth of the Elk River community and its needs.
  - xv. Strive for a sustainable parks and recreational system.
  - xvi. Develop and/or maintain a management plan for the natural areas within our parks. The focus of the management efforts should be on a functional ecological system which supports biodiversity.
  - xvii. Work with the community to protect our natural resources through collaboration with adjacent landowners.
  - xviii. Work with the community to enhance our parks and recreation system through collaborative efforts such as: financial support, volunteer services, management of adjacent properties and recreational corridors.
- B. The commission shall not be considered a park board under state law and shall have no powers to acquire or lease land, employ personnel, or enter into contracts or leases, or any similar powers authorized for a park board by state law.
- C. Commissioners shall be familiar with the Parks and Recreation Master Plan and the city Comprehensive Plan as it relates to parks and recreation.

## **ARTICLE III – MEMBERSHIP, COMPENSATION AND TRAINING**

### **1. Membership**

- A. The Commission shall consist of seven members appointed by the city council. An appointment to city residents shall be given preference, but residency by itself shall not be a disqualification for appointment.
- B. A member of city council shall be a non-voting member of the commission and will act as a liaison between the Parks and Recreation Commission and city council.

### **2. Compensation**

Commissioners shall serve without pay but may be reimbursed for actual expenses incurred while performing duties as a parks and recreation commissioner.

### **3. Training**

Commissioners are encouraged to take training courses offered by the city, state, and other governmental units and agencies, and the city council shall budget for the reimbursement of expenses incurred in training each year.

## **ARTICLE IV – TERMS AND VACANCIES**

### **1. Terms**

Terms of office are for three years and all terms shall end on the last day of February; however, commissioners shall hold office until their successor has been appointed. The terms of commissioners shall be staggered so that no more than three terms of office expire at one time.

### **2. Vacancies**

- A. Vacancies shall be filled by the city council for the remainder of the term.
- B. The chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify city council.
- C. Should a resignation be submitted to staff, they will immediately notify the chair and city council.

## **ARTICLE V – OFFICERS AND DUTIES**

### **1. Officers**

- A. Officers of the Parks and Recreation Commission shall consist of a chair, vice-chair and secretary which are voted in by a majority vote at the commission's first regular meeting in March of each year.
- B. If a vacancy occurs in the chair office, the vice-chair shall assume the chair's duties for the remainder of the year and a new vice-chair shall be elected by the commission at the next scheduled commission meeting.
- C. A vacancy occurring in the vice-chair or secretary office shall result in an election by the commission at the next scheduled commission meeting.

### **2. Duties**

- A. Chair
  - i. Preside and preserve order at all meetings of the commission.
  - ii. Calls special meetings of the commission in accordance with the Section 2-235 of the city's Code of Ordinances.

- iii. Sign documents of the commission.
- iv. See that all actions of the commission are properly taken.
- v. Work with city staff to set monthly meeting agendas.
- vi. Provide orientation to all new commissioners as soon as possible.
- vii. Perform all other duties and functions assigned by the commission or the city council.
- viii. Be familiar with Robert's Rules of Order and Minnesota Open Meeting law.

B. Vice-Chair

- i. Assume the duties of the chair in their absence.

C. Secretary

- i. Assume the duties of the chair in the absence of both the chair and vice-chair.

## ARTICLE VI - ATTENDANCE

A commission member shall be expected to maintain a suitable attendance record. Attendance is vital to board service and city council expectations. Because attendance is important, city council has adopted the following attendance policy:

*Regularly scheduled monthly commissions – missing three (3) regularly scheduled meetings during a calendar year.*

*All other commissions – missing two (2) regularly scheduled meetings during a calendar year.*

*Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy. A member may appeal the termination by requesting a hearing before the City Council within 10 days of notice of termination.*

*A standard commission attendance form shall be used by all commissions for the staff liaison to record attendance. The Office of the City Clerk shall forward the attendance record to the City Council at the end of each June and December for the Council to review. Commissioners shall notify the staff liaison of planned absences 72 hours prior to the meeting missed.*

## ARTICLE VII – QUORUM AND CONFLICTS OF INTEREST

### 1. Quorum

A quorum shall consist of a majority of the sitting members.

### 2. Conflict of Interest

Commissioners shall comply with the city Conflict of Interest policy. Any commissioner who feels that he or she may appear to have, or in fact has, a conflict of interest on any

matter that is on the Parks and Recreation Commission agenda shall voluntarily excuse himself or herself, vacate their seat and refrain from discussing and voting on said item(s).

## **ARTICLE VIII – MEETINGS**

### **1. Regular Meetings**

Regular meetings are held on the second Wednesday of every month at 6:30 pm at Elk River City Hall unless otherwise posted.

### **2. Special Meetings**

Special meetings may be called by the chair as needed. Notice of the time and place of any special meeting shall be communicated to the members and publicly noticed at least three business days prior to the meeting. Special meetings may or may not have actionable items.

### **3. Work Sessions**

Work Sessions may be called by the chair as needed and will be before or following a regular meeting. Work sessions do not have actionable items and are open to the public.

### **4. Public Hearings**

Public hearings are very infrequent and are posted as part of a regular meeting. They follow specific protocol different than the Open Forum agenda item.

### **5. Protocol**

- A. All meetings follow Minnesota statutes on open meeting law.
- B. Robert’s Rules of Order, latest revised edition, governs the parliamentary procedure.
- C. Meetings are open to the public.
- D. In addition to providing the agenda packet to commissioners, the staff liaison will provide copies of the agenda, minutes from the previous meeting and backup documentation to the city administrator, city clerk, park planner, ice arena manager, parks superintendent and meeting support staff.

## **ARTICLE IX – STAFF SUPPORT**

### **1. Staff Liaison**

- A. A city appointed staff liaison will record attendance and minutes of each meeting and make a permanent file of all minutes which shall be available to the public on the City of Elk River website.

B. The staff liaison will provide materials pertinent to a commission meeting in advance of the meeting to allow commissioners time to review and prepare.

2. **Videographer**

A videographer will film the meeting which shall be made available to the public on the City of Elk River website.

3. **Parks and Recreation Management**

The Parks and Recreation Director and/or the Recreation Manager will attend the meetings to update the commission on department activities and provide answers to any questions discussed during the meeting.

**ARTICLE X - AMENDMENTS TO BYLAWS**

1. Any changes to the Bylaws will be reviewed and approved by the Parks and Recreation Commission and filed with the City Clerk's office.
2. These bylaws shall become effective upon adoption by the Parks and Recreation Commission.
3. These bylaws may be amended at any regular meeting by a majority vote of the membership provided that the amendment(s) has (have) been submitted in writing at the previous regular meeting.

Adopted on this 9th day of March 2017.

Chair, Dave Anderson  
Elk River Parks and Recreation Commission



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DIVISION 3. - PARK AND RECREATION COMMISSION

[8]

Footnotes:

Sec. 2-231. - Established.

A park and recreation commission for the city is hereby established.

(Ord. No. 24-14, 6-3-2024)

Sec. 2-232. - Membership.

The park and recreation commission shall consist of seven members appointed by the city council. It is expected that a preference be given to city residents, but residency by itself shall not be a disqualification.

(Ord. No. 24-14, 6-3-2024)

Sec. 2-233. - Purpose.

The park and recreation commission is established to review and make recommendations to the city council on the development and organization of the city parks and recreation programs. The scope of the commission shall consist of advising the city council on matters relevant to city parks and recreation functions. The commission shall participate in the planning for development and acquisition of parks and recreation programs.

(Ord. No. 24-14, 6-3-2024)

Sec. 2-234. - Powers and duties.

(a) The commission shall prepare, hold hearings on and recommend to the city council such plans, programs, and policies it deems necessary to carry out the purposes of the parks and recreation department. Such powers shall include, but not be limited to, the study of and recommendation to the city council on the following:

- (1) Land acquisition for parks, trails, and recreation facilities..
- (2) Plans for and major improvements in city parks, trails, and recreation facilities.
- (3) Rules and requirements for conduct of and in parks, trails, and recreation facilities.
- (4) Plans and programs relating to the design and programming of city parks, trails, and recreation facilities.
- (5) Development of a comprehensive city park, trail, and recreation plan and make recommendations for plan implementation.

- (6) Collaborate with city staff and local experts to create a comprehensive natural resources management plan.
  - (7) Assist with the promotion of city parks, trails, and recreation facilities.
  - (8) Provide feedback on existing situations and make recommendations on improvements of city parks, trails, recreation facilities, and recreation programs.
  - (9) Collaborate with external organizations to ensure the offering of an appropriate array of recreation opportunities for the youth and adults of the city.
  - (10) Collaborate with city staff to ensure the proper maintenance and development of city parks and park facilities.
  - (11) Collaborate with city staff in ensuring that appropriate park properties are obtained by the city during the city development platting process.
  - (12) Any other plans and programs as may be assigned by the city council from time to time.
- (b) The commission shall not be considered a park board under state law and shall have no powers to acquire or lease land, employ personnel, or enter contracts or leases, or any similar powers authorized for a park board by state law.

(Ord. No. 24-14, 6-3-2024)

#### Sec. 2-235. - Meetings.

The park and recreation commission shall regularly meet each month as established per their bylaws.

(Ord. No. 24-14, 6-3-2024)

#### Sec. 2-236. - Reports.

The park and recreation commission's reports, conclusions and recommendations shall be made to the city council as may be requested. Its reports, conclusions and recommendations are purely advisory, and the final determination and responsibility shall be with the city council.

(Ord. No. 24-14, 6-3-2024)

#### Secs. 2-237—2-249. - Reserved.

# BY-LAWS OF THE ELK RIVER PARKS AND RECREATION COMMISSION

## ARTICLE I - NAME AND AUTHORITY

### 1. Name

The name of this organization shall be the Elk River Parks and Recreation Commission.

### 2. Authority

This commission is established under the authorization of Elk River Code of Ordinances Chapter 2, Article 5, Division 3 *Parks and Recreation Commission*.

## ARTICLE II - PURPOSE AND FUNCTION

### 1. Purpose

The Park and Recreation Commission is established to review and make recommendations to the city council on the development and organization of the city parks and recreation programs. The scope of the commission shall consist of advising the city council on matters relevant to city parks and recreation functions. The commission shall participate in the planning for development and acquisition of parks and recreation programs.

### 2. Function

A. The commission shall prepare, hold hearings on and recommend to the city council such plans, programs, and policies it deems necessary to carry out the purposes of the parks and recreation department. Such powers shall include, but not be limited to, the study of and recommendations to the city council on the following:

- i. Land acquisition for parks, trails, and recreation facilities.
- ii. Plans for and major improvements in city parks, trails, and recreation facilities.
- iii. Rules and requirements for conduct of and in parks, trails, and recreation facilities.
- iv. Plans and programs relating to the design and programming of city parks, trails, and recreation facilities.
- v. Development of a comprehensive city park, trail, and recreation plan and make recommendations for plan implementation.
- vi. Collaborate with city staff and local experts to create a comprehensive natural resources management plan.
- vii. Assist with the promotion of city parks, trails, and recreation facilities.
- viii. Provide feedback on existing situations and make recommendations on improvements of city parks, trails, recreation facilities and recreation programs.
- ix. Collaborate with external organizations to ensure the offering of an appropriate array of recreation opportunities for the youth and adults of the city.

- x. Collaborate with city staff to ensure the proper maintenance and developments of city parks and park facilities.
  - xi. Collaborate with city staff in ensuring that appropriate park properties are obtained by the city during the city development platting process.
  - xii. Any other plans and programs as may be assigned by the city council from time to time.
- A. The commission shall not be considered a park board under state law and shall have no powers to acquire or lease land, employ personnel, or enter contracts or leases, or any similar powers authorized for a park board by state law.
  - B. Commissioners shall be familiar with the Parks and Recreation Master Plan and the city Comprehensive Plan as it relates to parks and recreation.

## **ARTICLE III – MEMBERSHIP, COMPENSATION AND TRAINING**

### **1. Membership**

- A. The Commission shall consist of seven members appointed by the city council. An appointment to city residents shall be given preference, but residency by itself shall not be a disqualification for appointment.
- B. A member of city council shall be a non-voting member of the commission and will act as a liaison between the Parks and Recreation Commission and city council.

### **2. Compensation**

Commissioners shall serve without pay but may be reimbursed for actual expenses incurred while performing duties as a parks and recreation commissioner.

### **3. Training**

Commissioners are encouraged to take training courses offered by the city, state, and other governmental units and agencies, and the city council shall budget for the reimbursement of expenses incurred in training each year.

## **ARTICLE IV – TERMS AND VACANCIES**

### **1. Terms**

Terms of office are for three years, and all terms shall end on the last day of February; however, commissioners shall hold office until their successor has been appointed. The terms of commissioners shall be staggered so that no more than three terms of office expire at one time.

## 2. Vacancies

- A. Vacancies shall be filled by the city council for the remainder of the term.
- B. The chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify city council.
- C. Should a resignation be submitted to staff, they will immediately notify the chair and city council.

## ARTICLE V – OFFICERS AND DUTIES

### 1. Officers

- A. Officers of the Parks and Recreation Commission shall consist of a chair, vice-chair and secretary which are voted in by a majority vote at the commission's first regular meeting in March of each year.
- B. If a vacancy occurs in the chair office, the vice-chair shall assume the chair's duties for the remainder of the year and a new vice-chair shall be elected by the commission at the next scheduled commission meeting.
- C. A vacancy occurring in the vice-chair or secretary office shall result in an election by the commission at the next scheduled commission meeting.
- D. City ordinance requires that commissioners must have served on the commission for a least one year to be elected chair of the commission.

### 2. Duties

- A. Chair
  - i. Preside and preserve order at all meetings of the commission.
  - ii. Calls special meetings of the commission in accordance with the Section 2-235 of the city's Code of Ordinances.
  - iii. Sign documents of the commission.
  - iv. See that all actions of the commission are properly taken.
  - v. Work with city staff to set monthly meeting agendas.
  - vi. Provide orientation to all new commissioners as soon as possible.
  - vii. Perform all other duties and functions assigned by the commission or the city council.
  - viii. Be familiar with Robert's Rules of Order and Minnesota Open Meeting law.
- B. Vice-Chair
  - i. Assume the duties of the chair in their absence.
- C. Secretary

- i. Assume the duties of the chair in the absence of both the chair and vice-chair.

## **ARTICLE VI - ATTENDANCE**

A commission member shall be expected to maintain a suitable attendance record. Attendance is vital to board service and city council expectations. Because attendance is important, city council has adopted the following attendance policy:

*Regularly scheduled monthly commissions – missing three (3) regularly scheduled meetings during a calendar year.*

*All other commissions – missing two (2) regularly scheduled meetings during a calendar year.*

*Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy. A member may appeal the termination by requesting a hearing before the City Council within 10 days of notice of termination.*

*A standard commission attendance form shall be used by all commissions for the staff liaison to record attendance. The Office of the City Clerk shall forward the attendance record to the City Council at the end of each June and December for the Council to review. Commissioners shall notify the staff liaison of planned absences 72 hours prior to the meeting missed.*

## **ARTICLE VII – QUORUM AND CONFLICTS OF INTEREST**

### **1. Quorum**

A quorum shall consist of a majority of the sitting members.

### **2. Conflict of Interest**

Commissioners shall comply with the city Conflict of Interest policy. Any commissioner who feels that he or she may appear to have, or in fact has, a conflict of interest on any matter that is on the Parks and Recreation Commission agenda shall voluntarily excuse himself or herself, vacate their seat and refrain from discussing and voting on said item(s).

## **ARTICLE VIII – MEETINGS**

### **1. Regular Meetings**

Regular meetings are held on the second Wednesday of every month at 6:30 pm at Elk River City Hall unless otherwise posted.

### **2. Special Meetings**

Special meetings may be called by the chair as needed. Notice of the time and place of any special meeting shall be communicated to the members and publicly noticed at least three business days prior to the meeting. Special meetings may or may not have actionable items.

### 3. **Work Sessions**

Work Sessions may be called by the chair as needed and will be before or following a regular meeting. Work sessions do not have actionable items and are open to the public.

### 4. **Public Hearings**

Public hearings are very infrequent and are posted as part of a regular meeting. They follow specific protocol different than the Open Forum agenda item.

### 5. **Protocol**

- A. All meetings follow Minnesota statutes on open meeting law.
- B. Robert's Rules of Order, latest revised edition, governs the parliamentary procedure.
- C. Meetings are open to the public.
- D. In addition to providing the agenda packet to commissioners, the staff liaison will provide copies of the agenda, minutes from the previous meeting and backup documentation to the city administrator, city clerk, park planner, ice arena manager, parks superintendent and meeting support staff.

## **ARTICLE IX – STAFF SUPPORT**

### 1. **Staff Liaison**

- A. A city appointed staff liaison will record attendance and minutes of each meeting and make a permanent file of all minutes which shall be available to the public on the City of Elk River website.
- B. The staff liaison will provide materials pertinent to a commission meeting in advance of the meeting to allow commissioners time to review and prepare.

### 2. **Videographer**

A videographer will film the meeting which shall be made available to the public on the City of Elk River website.

### 3. **Parks and Recreation Management**

The Parks and Recreation Manager will attend the meetings to update the commission on department activities and provide answers to any questions discussed during the meeting.

## ARTICLE X - AMENDMENTS TO BYLAWS

1. Any changes to the Bylaws will be reviewed and approved by the Parks and Recreation Commission and filed with the City Clerk's office.
2. These bylaws shall become effective upon adoption by the Parks and Recreation Commission.
3. These bylaws may be amended at any regular meeting by a majority vote of the membership provided that the amendment(s) has (have) been submitted in writing at the previous regular meeting.
4. City ordinance requires that the by-laws be reviewed and updated annually at either the first meeting of the calendar year (January) or the first meeting of any newly elected or appointed members (March).

Adopted on this 9th day of April, 2025.

Chair, Dave Anderson  
Elk River Parks and Recreation Commission



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## Memorandum

**To:** Parks and Recreation Commission

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

**Date:** April 9, 2025

**Subject:** Parks and Recreation Staff Report

### **Community Garden**

All spaces are filled for the community garden. Parks Maintenance started work on installing the garden plots and have been collaborating with Master Gardeners on signage and the overall partnership.

### **City Wide Garage Sale**

Registrations are coming in for the City-Wide Garage Sale that will take place May 15-17. Staff is working with the City of Ramsey this year to expand the sales and publicity. We are also partnering with area nonprofits to provide the community with lists of items needed and where the leftover garage sale items can be donated.

### **Senior Activity Center**

This March, we averaged 82 daily check-ins—up from 70 per day last year. As of April 2, we have already sold 490 memberships! Program registration has been going exceptionally well, with some events filling up fast—a recent boat trip sold out in just six hours after our April newsletter was released.

### **Sports**

Winter adult leagues will be wrapping up for the season as the last day is April 14. Men's softball will tentatively start on Tuesday, April 22. Currently, there are 13 teams registered. Summer program registration opened March 31 and is going very well. All city ball fields are open and ready for use (weather permitting). The first tournament is scheduled for May 2-4 and there are only four weekends open for additional tournaments through the first weekend in October.

### **Mississippi Road Trail Construction**

Staff has received several inquiries about the status of the trail on Mississippi Road between Orono Road and Waco Street. The city is currently working through the necessary easement acquisitions to complete the missing segments of the trail. The city is hopeful that it will be able to construct that trail this summer. The topic is on the April 7 City Council Work Session agenda.

### **Lion John Weicht Park**

Four benches were ordered to be placed around the new play structure. A lack of seating for adults who are there with their children has been a concern since the playground was installed. The benches are planned to be installed in June.

### **Trott Brook Park Basketball Court**

Staff was informed by a resident that the lights on the basketball court were not working. Parks Maintenance staff collaborated with an electrician to replace the defective light fixtures with LED fixtures, which have a longer life span.

### **Country Crossings Playground**

The Country Crossings playground is set for removal in the next week or two as discussed during our November budget meetings. The equipment is nearly 30 years old and no longer able to be repaired or replaced. The budget did not provide funding to replace this equipment.