



Regular Meeting
&
Work Session
Agenda

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

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSIDER MINUTES

4.1 07-09-2025 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 Summer Program Recap Presented by Recreation Intern Taylor Ryan

7. ACTION ITEMS

7.1 Prairie Haven - Park Dedication

7.2 Table of Contents - Elk River Parks and Recreation Framework Plan

7.3 Park Usage Survey - Region I

8. DISCUSSION ITEMS

8.1 Bradford Park

9. RECREATION MANAGER UPDATE

9.1 Recreation Manager Update

10. ANNOUNCEMENTS

11. MOTION TO ADJOURN REGULAR MEETING

12. WORK SESSION

Work Sessions are less formal meetings to encourage dialog. Official action or votes are not typically taken. At the conclusion of a discussion, a simple consensus provides staff direction for execution of the item. This portion of the agenda is audio recorded but not video recorded or broadcast. Work Sessions are open to the public; however, visitors who wish to provide input must be invited by the presiding officer, assume a seat at the discussion table and provide their full name and address for the official record.

12.1 Elk River Parks and Recreation Framework Plan - Introduction

13. MOTION TO ADJOURN

The Elk River Vision

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





**Meeting of the Parks and Recreation
Commission
Held at the Elk River City Hall
Wednesday, July 9, 2025**

Members Present: Commissioner Dave Anderson, Commissioner Mike Niziolek, Commissioner Jill Varty, Commissioner Joy Goodwin, Commissioner Greg Loidolt, Commissioner Hal Stewart, Commissioner Melissa Fermoye

Members Absent:

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

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

Moved by Commissioner Fermoye and seconded by Commissioner Stewart to approve the July 9, 2025, agenda. Motion carried 7-0.

4. CONSIDER MINUTES

4.1 06-11-2025 Parks and Recreation Commission Meeting Minutes

Moved by Commissioner Loidolt and seconded by Commissioner Varty to approve June 11, 2025, Parks and Recreation Commission Minutes. Motion carried 7-0.

5. OPEN FORUM

6. PRESENTATIONS, AWARDS, AND RECOGNITION

7. ACTION ITEMS

7.1 Torchlight Theatre Outdoor Performance

Mr. Shelby presented his report. Anita Douglas from Torchlight Theatre presented her PowerPoint. The PowerPoint presentation will be included with the publication of the minutes. Spectators may bring their own chairs and blankets to the event for seating. Ms. Douglas explained they will be running ticket sales for the event through their fiscal sponsor, Stories Foundation, while they await the approval of their 501(c)(3) status which they filed earlier this summer.

Commissioner Goodwin asked how they will handle inclement weather. Ms. Douglas said they would continue the performance during drizzle but cancel if there were unsafe weather conditions.

Moved by Commissioner Goodwin and seconded by Commissioner Fermoye to approve the Torchlight Theatre Outdoor Performance at Woodland Trails Regional Park as presented from July 31 to August 3, 2025. Motion carried 7-0.

7.2 Neighborhood Playground Survey

Mr. Shelby presented his report. Chair Anderson shared that adding Orono Park to the survey should be considered. Mr. Stremcha said the key point of this survey is the focus on neighborhood parks, not regional or destination ones with larger amenities. Chair Anderson said if the feedback from the survey showed that most of the people are using Orono it would show the Commissioners they aren't using the other parks. Mr. Shelby said he thinks it is already assumed that people are using Orono Park more than other parks and it might dilute the responses to the survey.

Commissioner Niziolek said having the Orono Park information would be valuable because if the users state that they are going to Orono six days a week but only one of the other parks one day a week it could help the commission consider whether it is valuable to invest in the smaller parks.

Commission Stewart asked if it would be helpful to give those taking the survey the option to write in the park they go to. The other commissioners said they would like to keep the survey questions related to parks within the region.

Commissioner Goodwin said that in her experience it is important to ask the questions in a way that gets the answers sought after and these questions keep the focus on these three parks. She is concerned with the language in the introduction using the word "improvements" versus "changes" because they may have to remove some of these parks, playgrounds, and amenities. She is concerned that being too upbeat about the changes will not convey the fact that they may need to remove features. Chair Anderson and Commissioner Varty both said that if they include Orono it will show that Orono is being used the most and make it clearer that the other parks aren't being used. Mr. Shelby said that if they include Orono Park in the survey they would have to look at changing the title of the survey since it would include different types of parks.

Commissioner Loidolt said he thinks that adding a regional park does skew the information if they are just trying to filter the responses to neighborhood parks. He agreed with Commissioner Goodwin that they need to be honest with the residents that part of the reason they are doing this is because they don't have the money to maintain all these parks.

The commissioners agreed that they need to be more open and honest about the fact that some of these parks may have amenities removed. Commissioner Varty said it is important to let people know that the funds are limited. Mr. Stremcha suggested using language regarding the sustainability of these parks with limited funds.

Councilmember Grupa said that these parks are important to the communities that live there. He said that stating they are going to eliminate one of them will be tough. He said that he would like to see improvements to all three. Commissioner Goodwin said they are at a crossroads where they can't maintain all these playground structures and they must plan for the future.

Commissioner Goodwin shared that she thinks the culture has changed where people are not just sending their kids out to play in the neighborhood they live in. She thinks they need to invite people into the decision-making process and be honest with them about not having the finances to upgrade and

maintain every playground. She thinks that if they can communicate that well, the City of Elk River can get support from the community. She thinks they have an opportunity to reframe what parks mean to people in this community.

Commissioner Niziolek said that they should change the title to a Regional Park Survey. He said that without having the Orono Park information, they cannot move forward with making good decisions. Chair Anderson said he wants to see the difference of a survey example between neighborhood parks and Orono. He said that if most users say they use Orono, that will show the information they need to know the value of a neighborhood park versus a destination park. Councilmember Grupa pointed out that everyone already knows that Orono Park is a destination park, so no matter what survey it is on, people are going to select it. Commissioner Niziolek shared that he talked to parents that chose to leave Orono because it was so busy, they went to another park, and he felt that it is important to know as well.

Commissioner Loidolt asked if they should explain to those participating in the survey that they are part of a certain region, for example one of four, and then do the whole City at the same time. That way, one region won't think it is just their parks being changed. Chair Anderson said they are only surveying region one right now. Commissioner Goodwin said there is urgency with these three parks right now because they are next on the list for playground replacement. She said that they need to focus on them because they need to solve the immediate issue of how they distribute finances for this region and these three parks. She asked staff if the survey would be conducted in just this region, and Mr. Stremcha and Mr. Shelby confirmed it would be limited to this area.

Commissioner Fermoyle asked if the goal is to prioritize these three parks right now and decide what to do with them based on the money they have. She asked if they could close all three parks. Chair Anderson said that they would not be closing them but eliminating or reducing amenities. Commissioner Niziolek said they want to phrase it differently and say they are removing recreational facilities or changing them within the park.

Mr. Stremcha explained how the reported park usage would be reflected in the survey results. For example, high park usage would make the park a high priority for the budget and low park usage would make it a low priority.

Commissioner Goodwin shared that she goes to destination parks with her kids, primarily Orono Park because of the amenities. Commissioner Stewart feels like the survey isn't going to tell them anything they don't already know as far as the fact that the three parks mentioned in the survey aren't being used. Commissioner Goodwin asked what everyone thought the response rate would be to the survey. She wants to know how many responses they need to help them make the decisions they need to make.

Councilmember Grupa said that she is making a good point and doesn't believe the residents around Fresno Park will give much feedback. He thinks Country Crossing and Mississippi Oaks will have more feedback but regardless, if they are torn down, they will hear comments about it. Secretary Larson explained in more detail how the Trott Brook Park Playground survey was dispersed to the public, the return on investment, and how the marketing team was able to accurately respond to social media when comments were made about the specific pieces of equipment.

Mr. Stremcha shared that questions 3 and 4 need to be under each individual park, include a map for context to show the location of the park, and show the regions that are being surveyed.

Councilmember Grupa also suggested adding the age group. Commissioner Goodwin suggested adding a question such as “Select all age groups below that use the park.”

Commissioner Niziolek asked staff what the cost of the survey would be. Mr. Stremcha said about \$2 per resident and about 400 residents in the neighborhood. Secretary Larson explained the process of address selection for the mailers.

Chair Anderson said that he wants to know usage by park. He would like a map included in the survey. Commissioner Goodwin asked if Orono Park was included in the survey, would it have the same structure of questions? Mr. Stremcha confirmed it would. Commissioner Loidolt suggested to remove the words “don’t know” under section 3 “park specific feedback” and replace with the word “unsure” instead and to include the age groups.

Commissioner Niziolek pointed out that there are cameras in several of the parks and questioned whether the cameras could help capture usage of the parks. Mr. Stremcha said the highly vandalized parks have cameras and the areas in them are very prone to vandalism, not necessarily the areas Commission Niziolek is thinking of.

Commissioner Loidolt said staff should bring the survey back in August after the edits are done. Mr. Shelby said that what he is hearing from the Commission is that they are going to include Orono in the survey. Commissioner Goodwin said she will send her notes to Mr. Shelby. Councilmember Grupa suggested using the word “changes” versus improvements.

Commissioner Fermoye said that she does not think that Orono Park should be included because it may encourage people to think that Orono is due for changes. Commissioner Varty suggested adding verbiage such as “these are the parks that are in immediate need of decisions.” She agreed that including Orono may cause people to question what we will be doing there next. Commissioner Loidolt said that it may open them up to problems if patrons think that improvements and changes will be happening to Orono soon when they won’t be.

Commissioner Niziolek said if they get the surveys back and find that the users that visit the smaller parks one day a week and Orono 6 days a week then they will feel confident making the changes to the smaller parks knowing users have Orono Park to go to.

Commissioner Goodwin suggested doing two versions of the survey, one with Orono and one without. Chair Anderson said it should include usage by park. In summary, it should include a title change, recommendations per Commissioner Goodwin, usage by park, and return to review with the Commission in August.

8. PARKS AND RECREATION MANAGER UPDATE

8.1 Parks and Recreation Manager Update

Mr. Shelby presented his report.

9. ANNOUNCEMENTS

10. MOTION TO ADJOURN REGULAR MEETING

Moved by Commissioner Goodwin and seconded by Commissioner Niziolek to adjourn the regular meeting of the Parks and Recreation Commission at 7:30pm. Motion carried 7-0.

11. WORK SESSION

11.1 Elk River Parks and Recreation Framework Plan - Table of Contents and Scope of Work

Pursuant to due call and notice thereof, the meeting of the Elk River Parks and Recreation Commission was called to order at 7:37 p.m. by Chair Anderson.

Moved by Commissioner Fermoyle and seconded by Commissioner Varty to approve the July 9, 2025, work session agenda. Motion carried 6-0.

Commissioners Fermoyle and Varty left the meeting at 8:45pm.

Commissioner Niziolek suggested that they discuss limiting the time of these work sessions in consideration of the member's time. Commissioner Varty questioned the effectiveness of the meetings after a couple of hours. Chair Anderson said people can leave whenever they must. Commissioner Goodwin pointed out that some of the meetings are learning based and require a certain amount of conversation but hopefully they can be more efficient every time. Mr. Stremcha pointed out that anyone can call the question to adjourn and the majority will agree if it is late.

Mr. Shelby shared his report. Mr. Stremcha asked the Commissioners if they had any objections to the Introduction and Overview sections.

Commissioner Niziolek questioned what type of users will read the plan when it is finished and design it accordingly. He believes that how they design the document will be influenced by who the users will be.

Mr. Stremcha said users could include current residents, future residents, staff, Commissioners, City Council members, and any potential decision maker, etc. He thinks that any resident would see the value of knowing what is going to happen in their community just like staff will need to know how to prioritize to execute the plan.

Commissioner Niziolek asked how many residents will look at the plan. Mr. Stremcha said it might be similar to a survey, maybe 5% of the community. It would be available for anyone in the community to see what is happening in the parks. He also said the newspaper might read the plan because it highlights areas in the community. Commissioner Niziolek said he thinks that user groups should guide the table of contents and how it is set up. Mr. Stremcha said that 10 different user groups could want 10 different tables of content based on their areas of focus. Chair Anderson asked what Mr. Stremcha had in mind for mission and values. Mr. Stremcha shared that the City Council has established mission value statements that could be expanded upon. He suggested not deviating from that very much since the City has already established what they want to guide them.

Commissioner Niziolek said he thinks a flow chart for the users with links to guide them through the plan would be beneficial. He thinks they could get their information quickly that way. He thinks it would be state-of-the-art, user friendly, and welcoming to the community.

Commissioner Goodwin asked if he wanted the flowchart reflected in the intro and overview. She asked staff if the table of contents will be an interactive pdf. Mr. Stremcha said it could be. She said she thinks a table of contents is still very user friendly. She thinks that users will be intuitive enough to be able to find what they want in the table of contents themselves.

Commissioner Niziolek said that it would be more user friendly to have them be able to click directly on the link they want. Commissioner Goodwin said that she thinks he is describing a document with hyperlinks. Mr. Stremcha explained that the document could be hyperlinked like municode where the City's ordinances are located. Commissioner Niziolek said that he likes that idea. Mr. Shelby pulled up the municode on the website to show the Commissioners what it looks like. Mr. Stremcha said that they can make an interactive website document or a flip through page document. Commissioner Niziolek said they need to build something that is more up to the current standard of technology. Mr. Stremcha said they could do both if they wanted. It could be an online document that users could download as a pdf.

Commissioner Fermoye asked what "trends" meant. Mr. Stremcha trending in the parks and the recreation world, for example, neighborhood parks are shrinking and other amenities growing.

Commissioner Niziolek asked if staff are doing the park inventory or if the professional services we would hire are doing the park inventory. Mr. Stremcha explained that we have a good base already with the research that staff have done. He said it depends upon how deep the commission wants to get into the description of the inventory of each park. Commissioner Fermoye asked if the community public engagement piece is describing what the public does currently or what they hope they will do. Mr. Stremcha gave the example of the Play My Way campaign as an example of public engagement to gather information.

Commissioner Niziolek asked what facilities to include in the inventory. Mr. Stremcha explained that it would be the facilities within each park.

Commissioner Niziolek suggested that the FT Center was part of the parks inventory within facilities. Mr. Stremcha explained that the FT Center is not under the umbrella of Parks and Recreation other than the Senior Activity Center.

Commissioner Niziolek pointed out that park and trail use will want to be a quantifiable item to measure for the plan. Commissioner Goodwin said the point of this plan is to really lay out the honesty of the challenges they are facing and then go into the details. Mr. Stremcha questioned whether they need to add youth enrichment and other categories. Secretary Larson suggested this might fall under recreational programming. Mr. Stremcha suggested alphabetizing the list under the system plan, and the Commissioners agreed.

Commissioner Niziolek said that he wants to make sure they consider the sustainability of new park properties and work towards a sustainable system. Commissioner Goodwin said that she thinks that's where they need to be honest and lay out the next 10 to 15 years of parks and recreation as far as what it is going to look like as they pursue their goals and initiatives in order to make it great for Elk River. She thinks they should be honest about the challenges they are facing regarding sustainability and how they need to adjust their financial allocation. She thinks "Sustainability" could be under "Implementation." Commissioner Stewart agreed. Mr. Stremcha said they should change the header from "Maintenance" to "Implementation and Sustainability" and put maintenance under that category. The Commissioners agreed to change the header. Chair Anderson suggested putting the title word

“Implementation” before “Sustainability.”

Commissioner Niziolek said there is a sustainability element associated with the new parks and facilities they take on and he isn't sure if it is under any of the current headers suggested. Mr. Stremcha said that he feels they would be incorporated into the individual plans themselves under the category they fall under. Commissioner Niziolek said that he is concerned about taking on new properties that they can't sustain such as the Specht property. He wants to make sure that anything they take on can also be sustained. He wants to make sure it is addressed because he feels that is what has put them in the current position they are in with the playgrounds.

Commissioner Goodwin said that she thinks those details will flush out in each system plan. She agrees that if they build additional parks, they need to think about how they will be sustained. Commissioner Stewart asked if they could change the bullet point to recurrent and future capital, operations, and maintenance costs. Mr. Stremcha said he thinks it would be included in the general capital improvement plan. Mr. Stremcha said they should address risk management plans as well to address emergency concerns in the parks. Secretary Larson mentioned that it could go under the system plan.

The commissioners agreed that the appendix can be built as they decide what they want included as the plan develops. Mr. Stremcha asked the commissioners if they wanted to expand on the trends category to say levels of service analysis. For example, the level of service our Parks and Recreation department provides in the community compared to other cities. Secretary Larson pointed out that we are missing a needs assessment which is what would be included in according to other master plans she reviewed. This is usually provided by the outside professional consultants. Mr. Stremcha suggested it goes under the inventory category. Secretary Larson explained that most master plans have 5 to 7 categories.

Commissioner Stewart said they need to have enough separation to make it clear what category a user would want to go to. Mr. Stremcha asked the commissioners how they felt about a community profile in the introduction and overview. Commissioner Niziolek said that he thinks it's important to make a predictive profile for what the future looks like. Commissioner Varty suggested making it something that can change as the prediction changes. Chair Anderson said he wants to make sure they don't include so much information that it clouds the plan. Mr. Stremcha said it could be something as simple as a paragraph linking to the census data.

Mr. Stremcha asked if they wanted to consider a park stewardship plan. Chair Anderson said that it is a critical key element that can bring in valuable community resources and in the next few years there will be several major vacancies and it will become increasingly difficult to find volunteers. Commissioner Varty suggested it might need to be its own category. The commissioners agreed that it needs to be its own header. Secretary Larson asked if partnerships should be added as a category or subcategory. The Commissioners decided to leave them under the categories they work within.

The Commissioners gave the final recommended changes below:

- Alphabetize the subcategories under each heading.

Introduction:

- The Commissioners agreed to remove the word overview in the title of this section. Commissioner Fermoyle recommended putting “Plan Purpose” before “Planning Process.”

Inventory and Assessment:

- Commissioner Fermoyle recommended placing “Public/Community Engagement” under “Chapter Overview and before “Parks Inventory.” Change “Trends” to Level of Service Analysis (which would be a needs assessment which includes trends)

System Plan (Alphabetize the list)

- Risk Management Plan (added)

Volunteerism and Stewardship (add header and subcategories)

- Chapter Overview
- Opportunities
- Roles
- Coordination
- Recognition

Implementation and Sustainability

- Chapter overview
- Maintenance and Operations Strategy
- General Capital, Operations, and Maintenance Costs
- Funding options and Sources
- Implementation Recommendations
- Timeline

Appendix:

- Build it as plan develops.

12. MOTION TO ADJOURN

Moved by Commissioner Goodwin and seconded by Commissioner Niziolek to adjourn the meeting of the Parks and Recreation Commission at 8:52pm. Motion carried 6-0.



Dave Anderson, Chair



Tina Allard, City Clerk

DRAFT



Request for Action

To
Parks and Recreation Commission

Item Number
6.1

Meeting Date
August 13, 2025

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Summer Program Recap Presented by Recreation Intern Taylor Ryan

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested
None.

Background/Discussion

Recreation Intern Taylor Ryan will provide an overview of her role with the Parks and Recreation Department this summer and share a presentation highlighting the programs she has been supporting.

Financial Impact
None.

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

Attachments
None

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Request for Action

To
Parks and Recreation Commission

Item Number
7.1

Meeting Date
August 13, 2025

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Prairie Haven - Park Dedication

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested

Recommend, by motion, park dedication for Prairie Haven be paid in cash for two single-family parcels, at the applicable rate at the time of recording and a trail access easement where the location and width will be determined by the City Council and staff.

Background/Discussion

The subject properties are zoned Single Family Residential (R1a), which establishes a minimum lot size requirement of 2.5 acres. The applicant is proposing to develop the two existing parcels, which together are approximately 11.5-acres, into four lots. One existing parcel is vacant and the other contains a single-family residence. Vehicular access to each of the proposed parcels will be provided via 191 1/2 Avenue. As the Parks and Recreation Trail Master Plan has already established a desired trail connection in the area, staff recommends the Parks and Recreation Commission recommend that a trail easement be placed on the property. The final easement location and width will be determined by the City Council and staff.

Financial Impact

Park dedication fees will be deposited into the Park Dedication Fund.

Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. P 25-20 Location Map
2. P 25-20 Prelim Plat
3. P 25-20 Exhibit
4. P 25-20 Trail Master Plan

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75-00130-4106

75-00707-0905

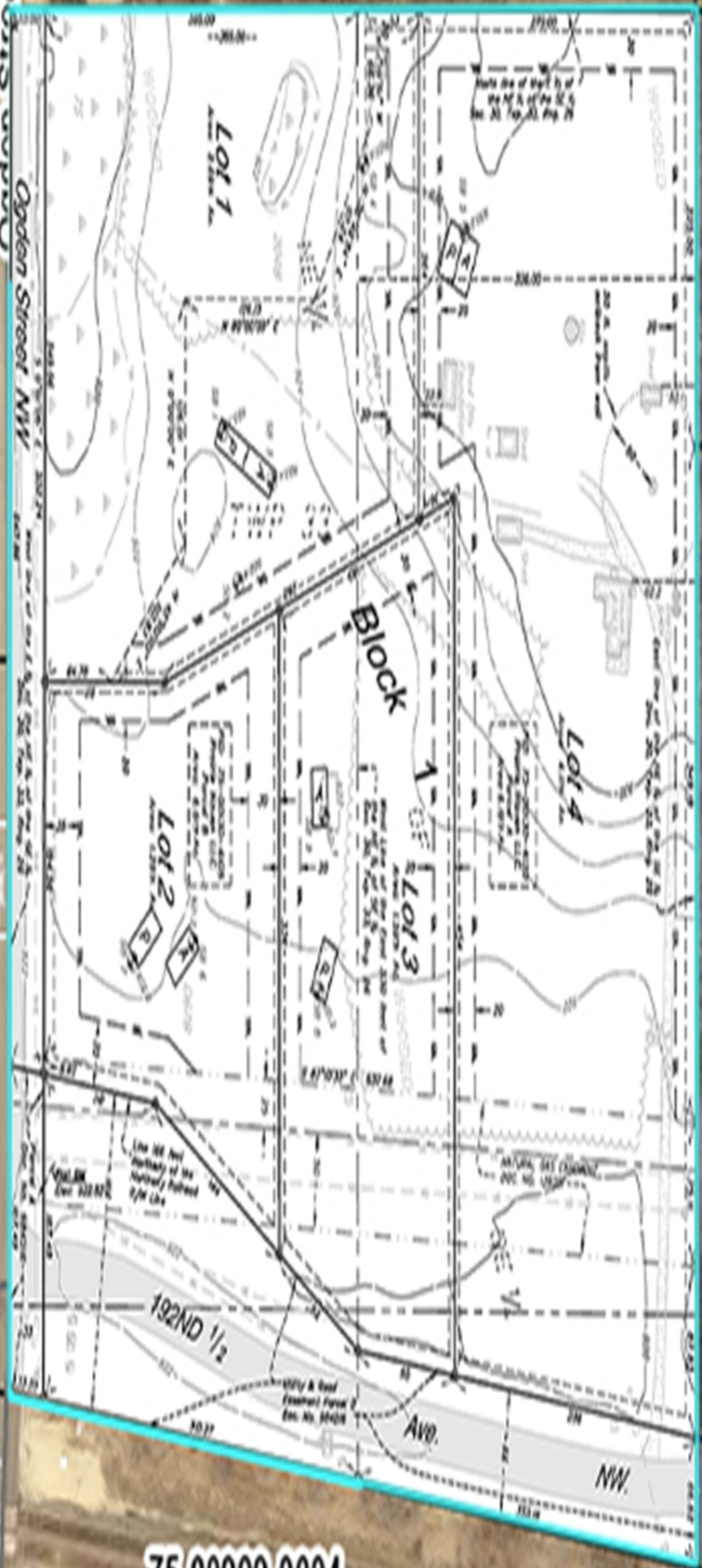
75-00517-0340

75-00999-0004

Golden Street NW

Avenue

1 192nd Avenue




Preliminary Plat of PRAIRIE HAVEN

SOIL BORING LOG Dan Bogart - MPCA Cert. No. 4094

Soil Boring #	Elevation	Mottling	Elev. of Mottled Soil
Soil Boring 1	923.3	17"	921.9
Soil Boring 2	922.4	23"	921.0
Soil Boring 3	923.4	18"	921.9
Soil Boring 4	927.6	25"	925.5
Soil Boring 5	930.2	24"	928.2
Soil Boring 6	921.2	14"	920.0
Soil Boring 7	922.0	16"	920.7
Soil Boring 8	921.2	20"	919.5
Soil Boring 9	921.7	23"	919.8

I hereby certify that a boundary survey has been completed for the preliminary plat of PRAIRIE HAVEN, Sherburne County, Minnesota.

Signed: 
Richard M. Thompson
Date: 7/18/25 Lic. No. 62953

Property Description Per Warranty Doc. No. 984217:

Parcel A: The East 330 feet of that part of the Northeast Quarter of the Southeast Quarter lying North of the center line of County Road No. 35, in Section 30, Township 33, Range 26, Sherburne County, Minnesota.

EXCEPTING THEREFROM the railroad right of way.

That part of the East Half of the Northeast Quarter of the Southeast Quarter, Section 30, Township 33, Range 26, Sherburne County, Minnesota, lying West of the East 330 feet thereof, and lying North of the center line of County Road No. 35.

EXCEPTING THEREFROM the railroad right of way.

Road Easement Description Per Quit Claim Deed Doc. No. 984216:

Parcel A: Ogden Avenue right of way. The West 33 feet of that part of the East Half of the Northeast Quarter of the Southeast Quarter of Section 30, Township 33, Range 26, lying Northerly of the Northerly railroad right-of-way and lying southerly of a line 168 feet northerly and parallel to the northerly right of way, said described land being commonly known as Ogden Avenue.

Parcel B: All that part of the East Half of the Northeast Quarter of the Southeast Quarter of Section 30, Township 33, Range 26 lying Easterly of the above-described Parcel A, Northerly of the Northerly railroad right of way and lying southerly of the following described line: Beginning at a point on the East line of the Southeast Quarter of Section 30 a distance of 66 feet North of the Northerly railroad right-of-way; thence Westerly parallel with the Northerly railroad right-of-way to point on the West line of the East 300 feet of the Southeast Quarter of said Section 30, a distance of 66 feet Northerly of said railroad right-of-way; thence Northerly to a point on a line parallel with the railroad right-of-way a distance of 166 feet Northerly (as measured parallel with the East line of said Southeast Quarter) of said railroad and 110 feet (as measured along said parallel line) distant East from the East line of the above-described Parcel A; thence Westerly along said parallel line to the East line of the above-described Parcel A and there terminating.

Reserving, however, to the Grantor a permanent easement for public roadway and utility purposes over, under and across and through the entirety of Parcels A and B described above.

Survey Notes:

- Subject property is NOT part of the shoreland district or within a flood plain district as mapped by FEMA.
- Contours were created using MNDNR MN/Topo Lidar (NAVD 88) and field located information.
- Soil borings were approved by Dan Bogart, MPCA Lic. No. 4094 of Bogart, Pederson & Associates on 6/13/25.
- Welland delineation completed by Robert Pennington from Bogart Pederson & Associates, BWSR No. 542B. Notice of Decision was granted on 7/10/2025.
- Client wishes to seek a variance for lot size to be smaller than the 2.5 Acre minimum for the zoning district. They wish to adhere to the 1 acre minimum of dry contiguous area for the proposed lots.
- The underground utilities shown herein have been located from observed evidence together with evidence from plans and markings by utility companies and other appropriate sources. The surveyor makes no guarantees that the underground utilities shown comprise all such utilities or that all utility companies responded to the locate request in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated, although he does certify that they are located as accurately as possible from information available. Gopher State One Ticket No. 251363268 dated 5/23/2025.
- Soil boundaries are referenced from open source information provided by the USDA Web Soil Survey.
- Driveways that would cross over Natural Gas Pipelines may need additional approvals and have to adhere to special rules. For more information, please contact Northern Natural Gas (402) 398-7592.
- Reference Title Commitment No. 1086697 by Home Security Abstract & Title Company/Chicago Title Insurance Company, issued May 19, 2025.
- Reference City of Elk River Resolution No. 25-27 which conveyed by Quit Claim Deed Doc. No. 984216 the underlying fee title to the area defined in Doc. No. 984216 while still reserving an easement for public roadway and utility purposes.

SOILS CHART

Map symbol & soil name	Hydrologic group	Water table depth (in)
75: Bluffton loam, depressional, 0 to 1 percent slopes	B/D	0
204B: Cushing fine sandy loam, 2 to 8 percent slopes	B	43-73
D67B: Hubbard loamy sand, 1 to 6 percent slopes	A	>80

* Data from USDA Web Soil Survey

SCHEDULE OF DRY CONTIGUOUS AREAS FOR LOTS

Block	Lot	Total Lot Area (Ac)	Contiguous Upland Area (Ac)*
I	1	2.69%	1.01%
I	2	1.29%	1.01%
I	3	1.59%	1.00%
I	4	4.11%	3.02%
R/W		2.52%	
Total		12.20%	

*Note: For the purpose of this plat, contiguous upland area is defined by area excluding wetland buffer/setback area, natural gas line easement and proposed drainage and utility easements.

Bearings are based on the Sherburne County coordinate system (NAD83 86adj). For the purpose of this survey, the East line of the NE 1/4 of the SE 1/4 is assumed to bear South 0°12'27" East.

- Denotes found iron monument
- ⊙ Denotes 1/2 inch by 14 inch iron monument with a plastic plug stamped R.L.S. 62594 to be set within one year of platting date
- Denotes set 1/2 inch by 14 inch iron monument with a plastic plug stamped R.L.S. 62953.
- ⊙ Denotes found cast iron monument
- ⊙PK Denotes found PK nail

REFERENCE BENCHMARK:
MNDOT Geodetic Monument "ZEBULON"
Elevation = 920.29 feet (NAVD 88)

PROJECT BENCHMARK:
Spike in power pole in the NE quadrant of Ogden St. NW and 192nd 1/2 Ave.
Elevation = 922.82 feet (NAVD 88)

OWNER/DEVELOPER:
Gavin Hemmer
Prairie Haven LLC
13776 189th Ave. NW
Elk River, MN 55330

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

TOTAL AREA: 12.20% Acres

EXISTING ZONING: R-1A Single Family Residential

PROPOSED ZONING: R-1A Single Family Residential*

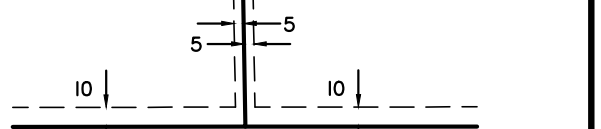
*Seeking Variance for Lot Size.

EXISTING MINIMUMS:
160' Width
2.5 Acres

PROPOSED MINIMUMS:
160' Width
1.0 Acres
1.0 Acres Upland

DENOTES BUILDING SETBACKS:
35' Front
30' Rear
45' wetland buffer and setback
20' side

Drainage and Utility Easements are shown thus:




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

DATE: 6/10/25
FIELD DATE: June 2nd, 2025
BK/PG: 71.105/pg. 74 and 76
DRAWN BY: CK
CHECKED BY: RT
DWG FILE: 25-0186.00 Prelim
FILE NO: 25-0186.00

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: 
Richard M. Thompson
Date: 7/18/25 Lic. No. 62953

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
Gavin Hemmer
PRAIRIE HAVEN
City of Elk River
Sherburne County, MN

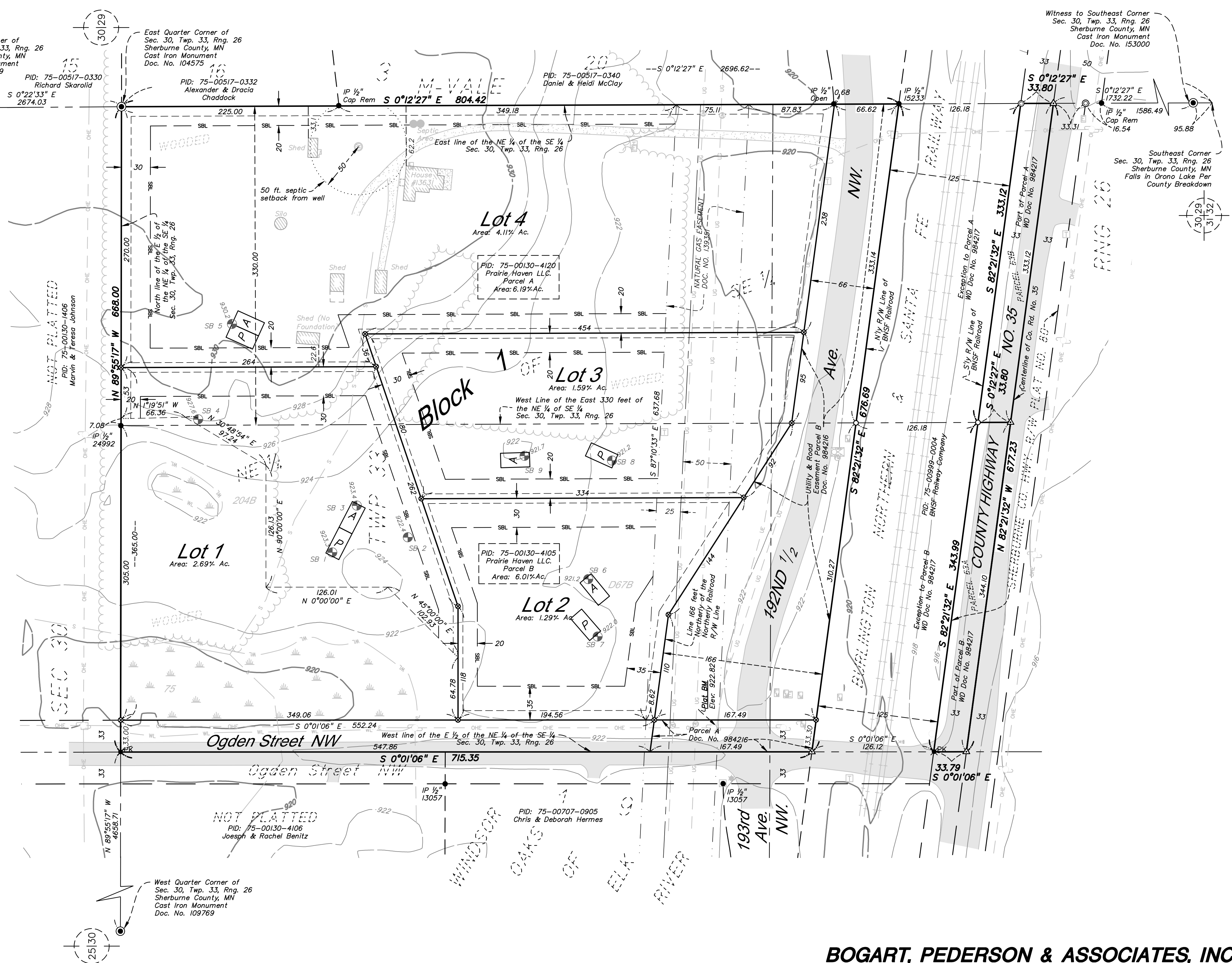
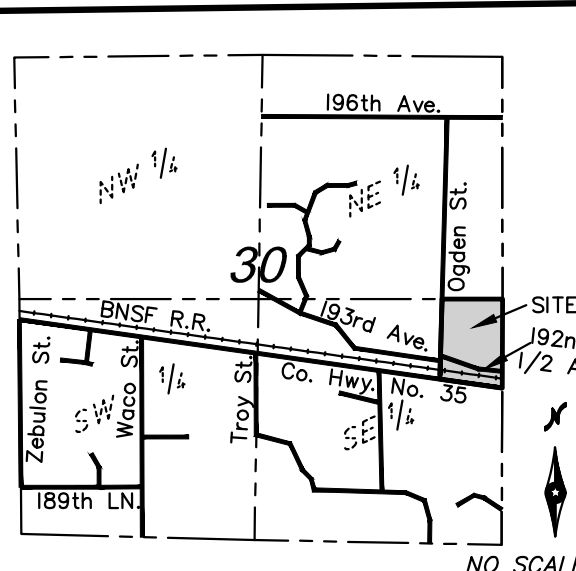
BOGART, PEDERSON & ASSOCIATES, INC.

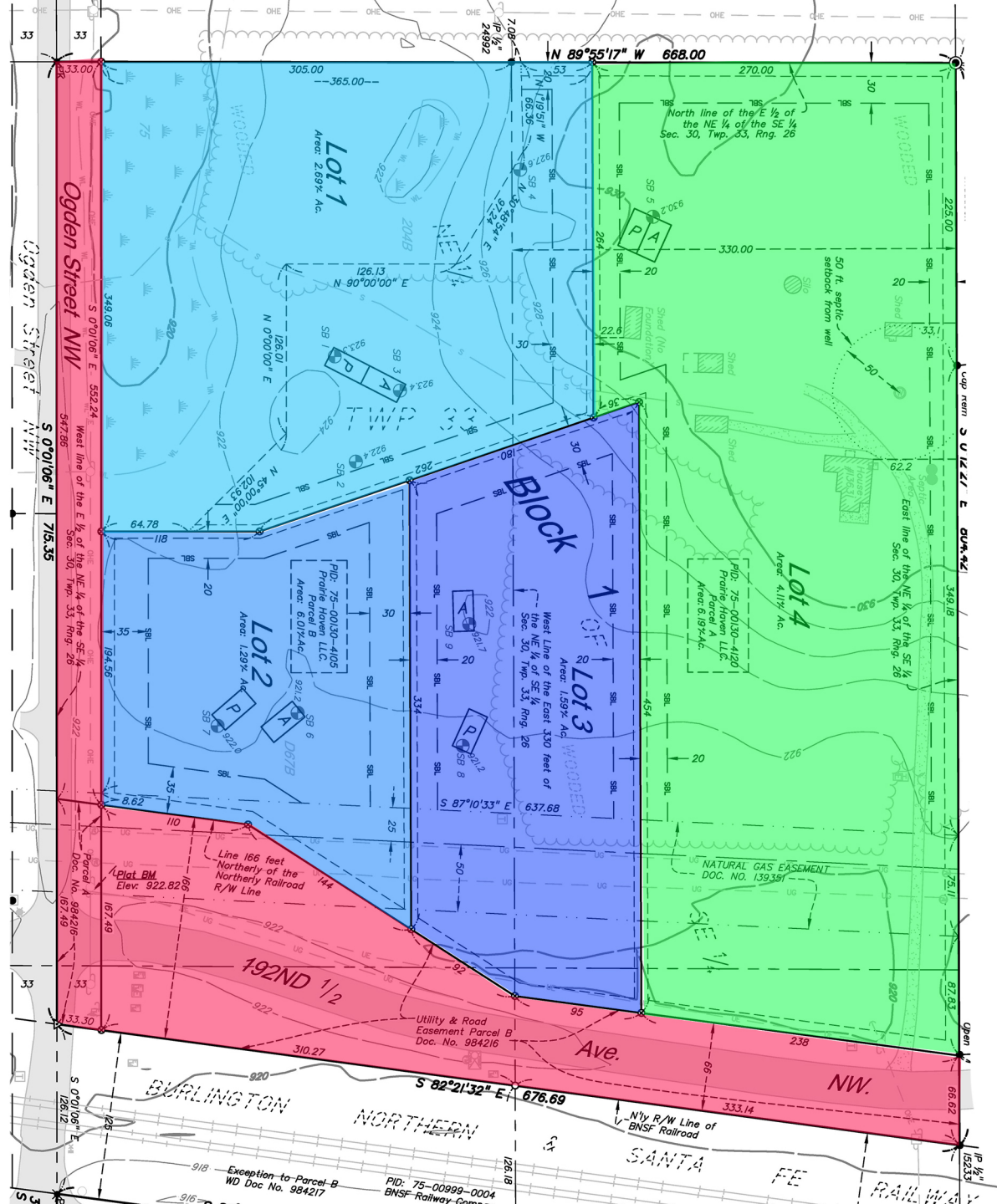


LEGEND:

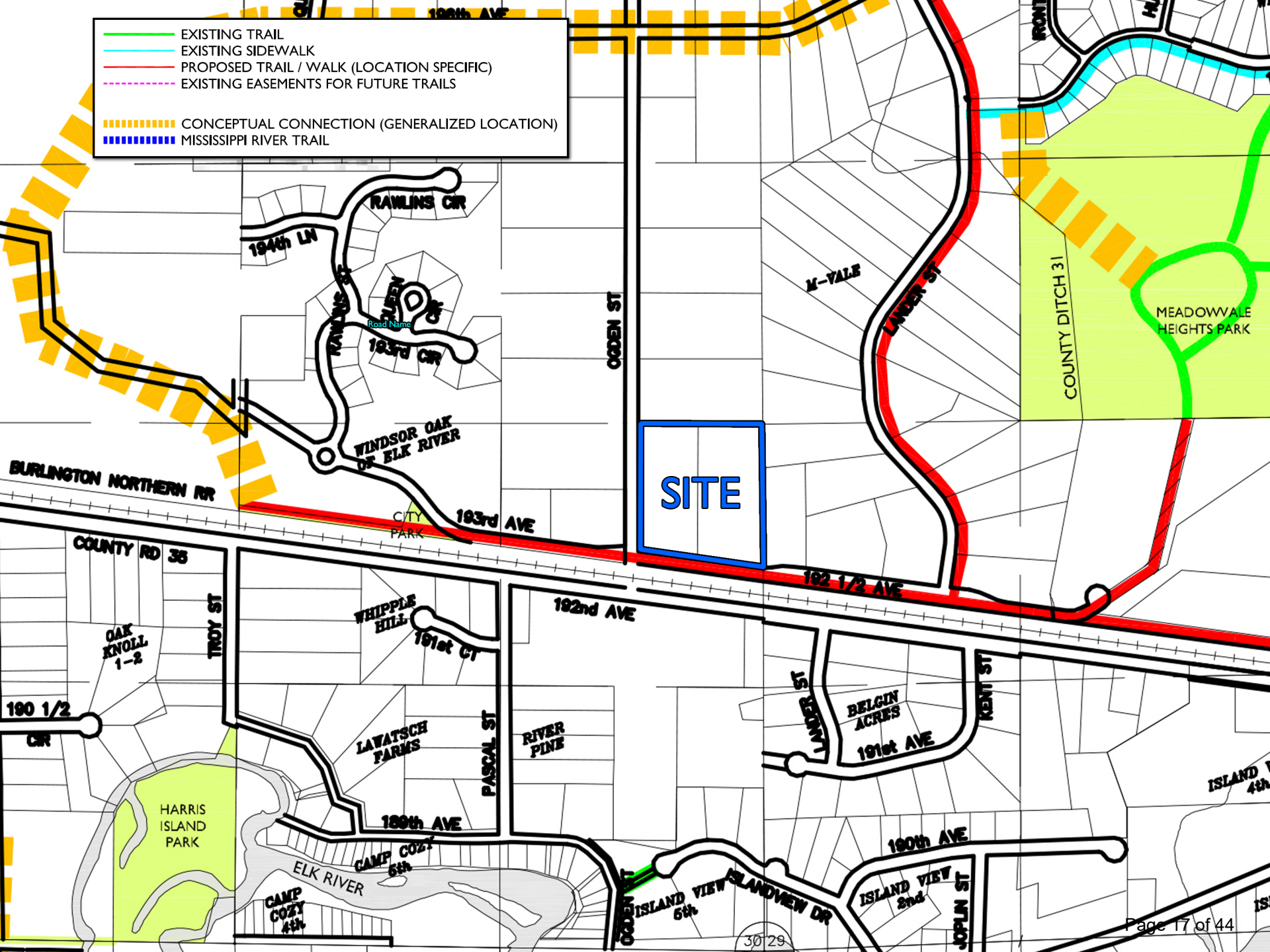
●	Denotes found metal disk	LS 24992	Denotes Raymond G. Prasch, LS
⊙	Denotes set nail	LS 15233	Denotes Dennis V. Taylor, LS
⊙	Denotes gas marker	LS 13057	Denotes Lynn P. Caswell, LS
⊙	Denotes fiber optic marker		
⊙	Denotes sanitary manhole		
⊙	Denotes sign		
⊙	Denotes power pole		
⊙	Denotes guy wire		
⊙	Denotes telephone pedestal		
⊙	Denotes electric meter		
⊙	Denotes fiber optic vault		
⊙	Denotes soil boring		
⊙	Denotes light pole		
⊙	Denotes well		
⊙	Denotes wetland		
⊙	Denotes proposed Primary & Alternate septic sites		
—	Denotes bituminous surface		
—	Denotes concrete surface		
—	Denotes gravel surface		
—	Denotes overhead electric		
—	Denotes underground gas line		
—	Denotes tree line		
—	Denotes easement		
—	Denotes natural gas easement		
—	Denotes right of way		
—	Denotes major contour		
—	Denotes minor contour		
—	Denotes existing adjoiners		
—	Denotes wetland		
—	Denotes building setback line		
—	Denotes soil type boundary		
—	Denotes soils classification type		
—	Denotes railroad tracks		

VICINITY MAP
Sec. 30, Twp. 33, Rng. 26
Sherburne County, MN





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





Request for Action

To
Parks and Recreation Commission

Item Number
7.2

Meeting Date
August 13, 2025

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Table of Contents - Elk River Parks and Recreation Framework Plan

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested

Recommend, by motion, the table of contents for the Elk River Parks and Recreation Framework Plan as presented.

Background/Discussion

At the July 9 Work Session, the commission reviewed a draft of a potential table of contents for the Elk River Parks and Recreation Framework Plan. The commission offered feedback as to the material to be included in the table of contents and how it should be constructed. That feedback has now been incorporated into the included document.

Financial Impact

None.

Mission/Policy/Goal

Meet changing needs - agile. Opportunity to live, work, and play. Work with citizens to achieve goals.

Attachments

- I. Potential Table of Contents - REVISED FROM COMMISSION INPUT V2.0

The Elk River Vision

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



Potential Table of Contents – 2026 Parks and Rec Master Plan

Introduction

- Overview
- Mission and Values
- Community Profile
- Plan Purpose
- Planning Process

Inventory and Assessment

- Chapter Overview
- Public/Community Engagement
- Parks Inventory
- Level of Service Analysis (includes Needs and Trends Assessment)
- Park and Trail Use

System Plan

- Chapter Overview
- Arts and Culture Programming Plan
- Marketing Plan
- Natural Resource Plan
- Parks and Facilities Plan
- Recreation Programming Plan
- Risk Management Plan
- Trail System Plan

Volunteerism and Stewardship

- Chapter Overview
- Roles
- Opportunities
- Coordination
- Recognition

Implementation and Sustainability

- Chapter Overview
- Maintenance and Operations Strategy
- Capital Improvement Plan, Operations, and Maintenance Costs
- Funding Options and Sources

- Implementation Recommendations
- Timeline

Appendices (*Continue to build as plan develops)

- Park Maps
- Peer Comparison
- Natural Resources Supplemental Information
- Community Engagement Summary



Request for Action

To
Parks and Recreation Commission

Item Number
7.3

Meeting Date
August 13, 2025

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Park Usage Survey - Region I

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested

Recommend, by motion, the park usage survey for staff to conduct with residents.

Background/Discussion

At the July 9 Regular Meeting, staff presented a draft of a park usage survey to conduct with residents to acquire feedback regarding park usage and changes. The commission offered feedback on the survey and staff has now incorporated that feedback into the survey.

There are two surveys for consideration - one that includes Orono Park and one that does not. The commission previously was uncertain whether Orono should be included in the survey as it is considered a destination park and the other parks in the identified region are categorized as neighborhood parks.

Financial Impact

Cost of postage to ensure survey reaches residents.

Mission/Policy/Goal

Work with citizens to achieve goals.

Attachments

1. Park Usage Survey - Region I - WITHOUT ORONO - DRAFT 2
2. Park Usage Survey - Region I WITH ORONO - DRAFT 2

The Elk River Vision

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



Parks Usage Survey – Region 1

The City of Elk River’s current model for maintaining parks isn't sustainable long-term. That means we need your help more than ever to make informed decisions about park spending. We're looking for your valuable feedback on the parks in your neighborhood to understand how residents use them. We’ve divided up our park system by region and we are asking for input on the parks closest to your home. This will be done citywide.

Your responses are crucial as we plan for the future of **Country Crossings Park, Fresno Park, and Mississippi Oaks Park**. This survey will help us prioritize changes and allocate resources effectively to best serve our community within our financial limitations. Your input will directly impact how we manage and maintain our parks for everyone to enjoy.

The survey should take about 5-10 minutes to complete.

Section 1: Park Specific Feedback

*Please answer the following questions for **each park** you have visited.*

Country Crossings Park

1. **How often do you visit Country Crossings Park?**
 - Daily
 - 2-3 times per week
 - Once a week
 - 2-3 times per month
 - Once a month
 - Less than once a month
 - Never visited this park **(If you’ve never visited this park, skip to Fresno Park)**

2. **What are the age groups in your household that use this park? (Check all that apply)**
 - Under 18
 - 18-24
 - 25-34
 - 35-44
 - 45-54
 - 55-64
 - 65+
 - Prefer not to say

3. **How far do you live from Country Crossings Park?**
- Less than 0.5 miles
 - 0.5 - 1 mile
 - 1 - 2 miles
 - More than 2 miles
4. **How would you rate the following aspects of Country Crossings Park?**
- **Condition of Amenities (e.g., benches, tables):**
 - Excellent
 - Good
 - Fair
 - Poor
 - Unsure
 - **Condition of Playgrounds/Equipment:**
 - Excellent
 - Good
 - Fair
 - Poor
 - Unsure
5. **When you visit Country Crossings Park, what activities do you typically engage in? (Check all that apply)**
- Playing with children
 - Picnicking/Gathering with friends/family
 - Using playground equipment
 - Playing sports (e.g., basketball, soccer)
 - Walking a dog
 - Relaxing/Reading
 - Other (Please specify): _____

6. **What changes would you most like to see at Country Crossings Park, considering a limited budget? (Check your top 3)**
- More/improved playground equipment
 - More seating/picnic tables
 - Better landscaping/gardens
 - More shade trees
 - New or improved sports facilities (e.g., basketball court, open field)
 - Increased accessibility features (e.g., ramps, accessible swings)
 - Increased trash receptacles
 - Other (Please specify): _____

Fresno Park

7. **How often do you visit Fresno Park?**
- Daily
 - 2-3 times per week
 - Once a week
 - 2-3 times per month
 - Once a month
 - Less than once a month
 - Never visited this park **(If you've never visited this park, skip to Mississippi Oaks Park)**
8. **What are the age groups in your household that use this park? (Check all that apply)**
- Under 18
 - 18-24
 - 25-34
 - 35-44
 - 45-54
 - 55-64
 - 65+
 - Prefer not to say

9. **How far do you live from Fresno Park?**

- Less than 0.5 miles
- 0.5 - 1 mile
- 1 - 2 miles
- More than 2 miles

10. **How would you rate the following aspects of Fresno Park?**

- **Condition of Amenities (e.g., benches, tables):**
 - Excellent
 - Good
 - Fair
 - Poor
 - Unsure
- **Condition of Playgrounds/Equipment:**
 - Excellent
 - Good
 - Fair
 - Poor
 - Unsure

11. **When you visit Fresno Park, what activities do you typically engage in? (Check all that apply)**

- Playing with children
- Picnicking/Gathering with friends/family
- Using playground equipment
- Playing sports (e.g., basketball, soccer)
- Walking a dog
- Relaxing/Reading
- Other (Please specify): _____

12. **What changes would you most like to see at Fresno Park, considering a limited budget? (Check your top 3)**

- More/improved playground equipment
- More seating/picnic tables
- Better landscaping/gardens
- More shade trees
- New or improved sports facilities (e.g., basketball court, open field)
- Increased accessibility features (e.g., ramps, accessible swings)
- Increased trash receptacles
- Other (Please specify): _____

Mississippi Oaks Park

13. **How often do you visit Mississippi Oaks Park?**

- Daily
- 2-3 times per week
- Once a week
- 2-3 times per month
- Once a month
- Less than once a month
- Never visited this park **(If you've never visited this park, skip to General Feedback)**

14. **What are the age groups in your household that use this park? (Check all that apply)**

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+
- Prefer not to say

15. **How far do you live from Mississippi Oaks Park?**

- Less than 0.5 miles
- 0.5 - 1 mile
- 1 - 2 miles
- More than 2 miles

16. **How would you rate the following aspects of Mississippi Oaks Park?**

○ **Condition of Amenities (e.g., benches, tables):**

- Excellent
- Good
- Fair
- Poor
- Unsure

○ **Condition of Playgrounds/Equipment:**

- Excellent
- Good
- Fair
- Poor
- Unsure

17. **When you visit Mississippi Oaks Park, what activities do you typically engage in?
(Check all that apply)**

- Playing with children
- Picnicking/Gathering with friends/family
- Using playground equipment
- Playing sports (e.g., basketball, soccer)
- Walking a dog
- Relaxing/Reading
- Other (Please specify): _____

18. **What changes would you most like to see at Mississippi Oaks Park, considering a limited budget? (Check your top 3)**

- More/improved playground equipment
- More seating/picnic tables
- Better landscaping/gardens
- More shade trees
- New or improved sports facilities (e.g., basketball court, open field)
- Increased accessibility features (e.g., ramps, accessible swings)
- Increased trash receptacles
- Other (Please specify): _____

Section 2: General Feedback

19. **If the city had to make a difficult decision due to budget constraints and could only maintain a playground structure at ONE of the three parks, which park would you choose for that playground structure to remain?**

- Country Crossings Park
- Fresno Park
- Mississippi Oaks Park
- No preference / Not applicable

20. **Are there any features or amenities that are currently missing from our neighborhood parks that you believe are essential, even with a small budget?**

21. **Do you have any other comments or suggestions regarding the future development of Elk River's neighborhood parks?**

Thank you for taking the time to complete this survey! Your input is incredibly valuable as we work to improve our neighborhood parks for everyone in Elk River.

Parks Usage Survey – Region 1

The City of Elk River’s current model for maintaining parks isn't sustainable long-term. That means we need your help more than ever to make informed decisions about park spending. We're looking for your valuable feedback on the parks in your neighborhood to understand how residents use them. We’ve divided up our park system by region and we are asking for input on the parks closest to your home. This will be done citywide.

Your responses are crucial as we plan for the future of **Country Crossings Park, Fresno Park, Mississippi Oaks Park, and Orono Park**. This survey will help us prioritize changes and allocate resources effectively to best serve our community within our financial limitations. Your input will directly impact how we manage and maintain our parks for everyone to enjoy.

The survey should take about 5-10 minutes to complete.

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2. **What are the age groups in your household that use this park? (Check all that apply)**
 - Under 18
 - 18-24
 - 25-34
 - 35-44
 - 45-54
 - 55-64
 - 65+
 - Prefer not to say

3. **How far do you live from Country Crossings Park?**
- Less than 0.5 miles
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 - Good
 - Fair
 - Poor
 - Unsure
 - **Condition of Playgrounds/Equipment:**
 - Excellent
 - Good
 - Fair
 - Poor
 - Unsure
5. **When you visit Country Crossings Park, what activities do you typically engage in? (Check all that apply)**
- Playing with children
 - Picnicking/Gathering with friends/family
 - Using playground equipment
 - Playing sports (e.g., basketball, soccer)
 - Walking a dog
 - Relaxing/Reading
 - Other (Please specify): _____

6. **What changes would you most like to see at Country Crossings Park, considering a limited budget? (Check your top 3)**
- More/improved playground equipment
 - More seating/picnic tables
 - Better landscaping/gardens
 - More shade trees
 - New or improved sports facilities (e.g., basketball court, open field)
 - Increased accessibility features (e.g., ramps, accessible swings)
 - Increased trash receptacles
 - Other (Please specify): _____

Fresno Park

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 - 2-3 times per week
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 - 2-3 times per month
 - Once a month
 - Less than once a month
 - Never visited this park **(If you've never visited this park, skip to Mississippi Oaks Park)**
8. **What are the age groups in your household that use this park? (Check all that apply)**
- Under 18
 - 18-24
 - 25-34
 - 35-44
 - 45-54
 - 55-64
 - 65+
 - Prefer not to say

9. **How far do you live from Fresno Park?**

- Less than 0.5 miles
- 0.5 - 1 mile
- 1 - 2 miles
- More than 2 miles

10. **How would you rate the following aspects of Fresno Park?**

- **Condition of Amenities (e.g., benches, tables):**
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 - Good
 - Fair
 - Poor
 - Unsure
- **Condition of Playgrounds/Equipment:**
 - Excellent
 - Good
 - Fair
 - Poor
 - Unsure

11. **When you visit Fresno Park, what activities do you typically engage in? (Check all that apply)**

- Playing with children
- Picnicking/Gathering with friends/family
- Using playground equipment
- Playing sports (e.g., basketball, soccer)
- Walking a dog
- Relaxing/Reading
- Other (Please specify): _____

12. **What changes would you most like to see at Fresno Park, considering a limited budget? (Check your top 3)**

- More/improved playground equipment
- More seating/picnic tables
- Better landscaping/gardens
- More shade trees
- New or improved sports facilities (e.g., basketball court, open field)
- Increased accessibility features (e.g., ramps, accessible swings)
- Increased trash receptacles
- Other (Please specify): _____

Mississippi Oaks Park

13. **How often do you visit Mississippi Oaks Park?**

- Daily
- 2-3 times per week
- Once a week
- 2-3 times per month
- Once a month
- Less than once a month
- Never visited this park **(If you've never visited this park, skip to Orono Park)**

14. **What are the age groups in your household that use this park? (Check all that apply)**

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+
- Prefer not to say

15. **How far do you live from Mississippi Oaks Park?**

- Less than 0.5 miles
- 0.5 - 1 mile
- 1 - 2 miles
- More than 2 miles

16. **How would you rate the following aspects of Mississippi Oaks Park?**

- **Condition of Amenities (e.g., benches, tables):**
 - Excellent
 - Good
 - Fair
 - Poor
 - Unsure
- **Condition of Playgrounds/Equipment:**
 - Excellent
 - Good
 - Fair
 - Poor
 - Unsure

17. **When you visit Mississippi Oaks Park, what activities do you typically engage in? (Check all that apply)**

- Playing with children
- Picnicking/Gathering with friends/family
- Using playground equipment
- Playing sports (e.g., basketball, soccer)
- Walking a dog
- Relaxing/Reading
- Other (Please specify): _____

18. **What changes would you most like to see at Mississippi Oaks Park, considering a limited budget? (Check your top 3)**

- More/improved playground equipment
- More seating/picnic tables
- Better landscaping/gardens
- More shade trees
- New or improved sports facilities (e.g., basketball court, open field)
- Increased accessibility features (e.g., ramps, accessible swings)
- Increased trash receptacles
- Other (Please specify): _____

Orono Park

19. **How often do you visit Orono Park?**

- Daily
- 2-3 times per week
- Once a week
- 2-3 times per month
- Once a month
- Less than once a month
- Never visited this park **(If you've never visited this park, skip to General Feedback)**

20. **What are the age groups in your household that use this park? (Check all that apply)**

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+
- Prefer not to say

21. How far do you live from Orono Park?

- Less than 0.5 miles
- 0.5 - 1 mile
- 1 - 2 miles
- More than 2 miles

22. How would you rate the following aspects of Orono Park?

- **Condition of Amenities (e.g., benches, tables):**
 - Excellent
 - Good
 - Fair
 - Poor
 - Unsure
- **Condition of Playgrounds/Equipment:**
 - Excellent
 - Good
 - Fair
 - Poor
 - Unsure

23. When you visit Orono Park, what activities do you typically engage in? (Check all that apply)

- Playing with children
- Picnicking/Gathering with friends/family
- Using playground equipment
- Playing sports (e.g., basketball, soccer)
- Walking a dog
- Relaxing/Reading
- Other (Please specify): _____

24. **What changes would you most like to see at Orono Park, considering a limited budget? (Check your top 3)**

- More/improved playground equipment
- More seating/picnic tables
- Better landscaping/gardens
- More shade trees
- New or improved sports facilities (e.g., basketball court, open field)
- Increased accessibility features (e.g., ramps, accessible swings)
- Increased trash receptacles

Other (Please specify): _____

Section 2: General Feedback

25. **If the city had to make a difficult decision due to budget constraints and could only maintain a playground structure at ONE of four parks, which park would you choose for that playground structure to remain?**

- Country Crossings Park
- Fresno Park
- Mississippi Oaks Park
- Orono Park
- No preference

26. **Are there any features or amenities that are currently missing from our neighborhood parks that you believe are essential, even with a small budget?**

27. **Do you have any other comments or suggestions regarding the future development of Elk River's neighborhood parks?**

Thank you for taking the time to complete this survey! Your input is incredibly valuable as we work to improve our neighborhood parks for everyone in Elk River.



Request for Action

To
Parks and Recreation Commission

Item Number
8.1

Meeting Date
August 13, 2025

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Bradford Park

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested

Discuss future infrastructure and programming needs at Bradford Park.

Background/Discussion

At the July 21 City Council meeting, the council approved the final plat of Bradford Park Second Addition. This phase will begin to develop the park infrastructure approved as part of the project. The park dedication for this addition includes 19.66 acres, consisting of multiple outlots that will be deeded to the city for park use. Additionally, the regional trail component of this project requires cost participation from the city in the amount of \$65,366.68. The regional trail runs along the north side of the central pond, and the cost sharing was included as part of the preliminary plat approval. The developer will also pay \$79,061.58 as a cash dedication.

Given that the park infrastructure is now in its early stages, it is necessary to discuss ideas as to what that infrastructure should look like and how the land dedicated for park use should be programmed. Staff will research the ideas generated by the discussion and return to the commission with more details to inform the eventual commission recommendation.

Financial Impact

The cost participation for the trail will be deducted from the city's park dedication fund. Any park amenities will also be paid for via the park dedication fund.

Mission/Policy/Goal

Support the growth and development of the community.

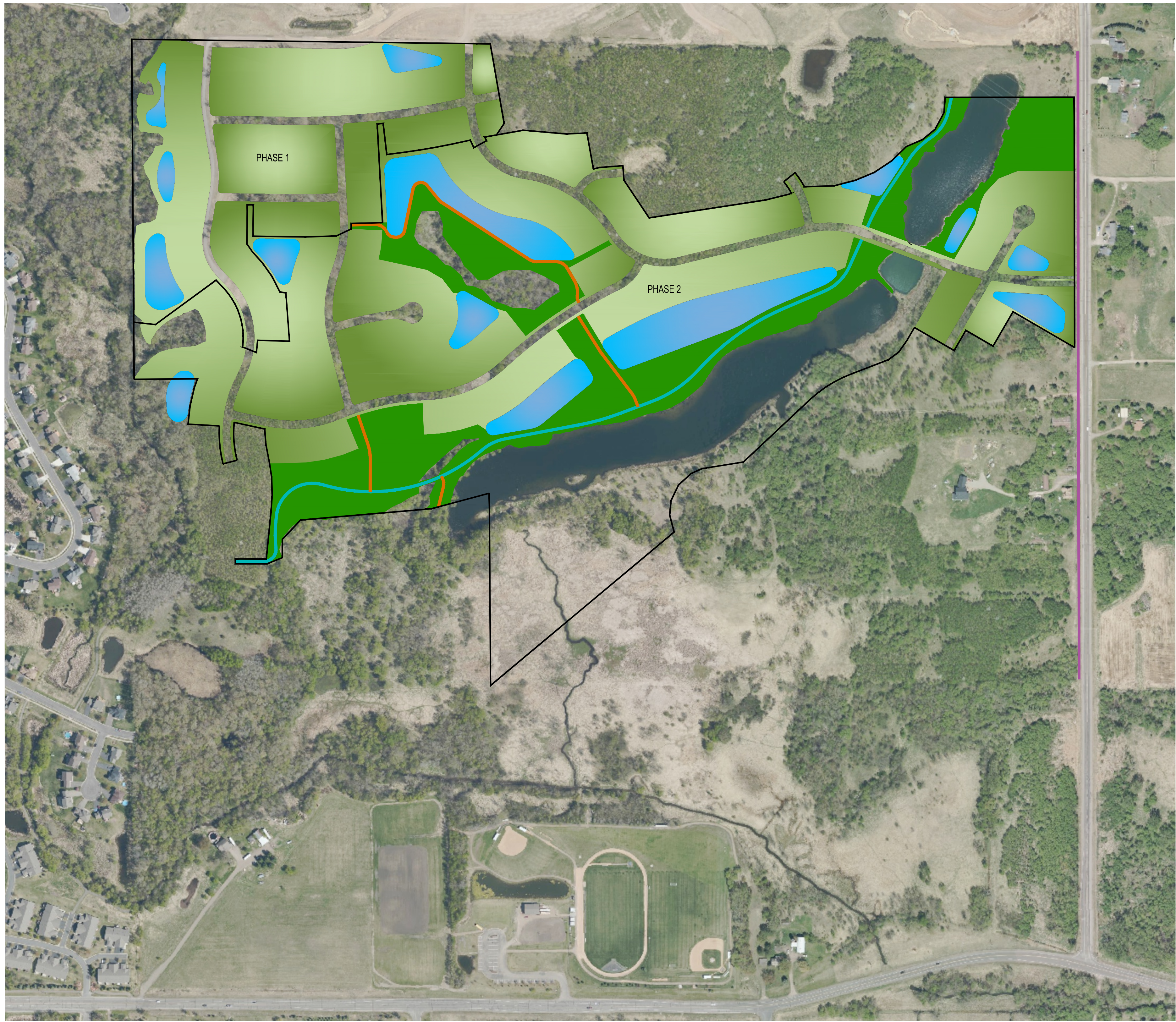
Attachments

1. Bradford Park 2nd Addition Park Land - Final

The Elk River Vision

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

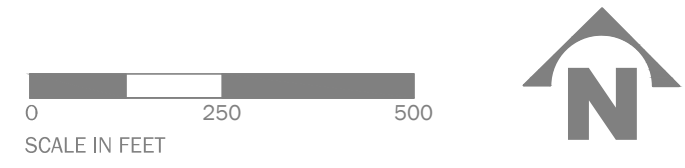




- SECOND ADDITION**
- UPLAND PARK AREA (856,230 SF / 19.66 AC)

 - TRAILS AND WALKWAYS (2,264 LF)
 - WATER FEATURE (627,300 SF / 14.40 AC)
 - REGIONAL TRAIL ELIGIBLE FOR TRAIL CREDIT AT CONSTRUCTION COST (3,824 LF)
 - TRAILS TO BE CONSTRUCTED BY OTHERS

BRADFORD PARK PARK DEDICATION SECOND ADDITION (EXCLUDING OUTLOT K)





Memorandum

To: Parks and Recreation Commission

From: Jeff Shelby, Parks and Recreation Manager

Date: August 13, 2025

Subject: Parks and Recreation Staff Report

Senior Activity Center

We have 543 members to date, which is just below the 552 we had at the same time last year. Our attendance continues to rise. We have an increase of 1,100 additional check-ins from this time last year. Our online registration system is working well. 85% of participants for our newest trip registered online. The volunteer program has been well received, and we are actively recruiting for new volunteers. Lastly, Senior Activities Center Assistant Callie Draper has submitted her resignation. Her last day is September 19 or earlier if her baby arrives before then.

Events

Elk RiverFest was held on Saturday, July 26. Attendance was high during the daytime portion even with the hot temps and humidity. Data indicates roughly 5,000 attendees over the course of the day. The evening concert attendance was less than hoped for, but those that did attend were very complimentary of the location near the lake.

Farmers Market attendance has been high with a great selection of vendors. Power of Produce will run through August 28.

Sports/Programs

All summer programs and camps will end tomorrow. We had another successful season of camps and programs. A special thank you to our Summer Intern Taylor Ryan for all her hard work and dedication to these programs.

Fall field use will pick up rapidly in the coming weeks as baseball, softball, and football will be in full swing. There are tournaments scheduled every weekend with Labor Day weekend as the sole exception.

The fall season of the Breakaway Youth Hockey League will begin tomorrow. Several teams will have their first practice. After that, all teams in this league will play eight (8) games through mid-September. We have 203 kids that make up 16 teams in this rec-style league.

The FT Center will provide concessions during the fall adult softball league games through their Overlook Catering operation. We believe this will be a great addition to our league and entice more teams to sign up in the future with great food options on site. Registration was still open for fall ball, but we anticipate that we will have 10-12 teams for the 6-week season. This league is our test run to determine the feasibility for operating during future leagues.

Vandalism

Some random vandalism was discovered at Trott Brook Park, Orono Park, and Plants and Things Recreation Complex. A rented porta potty unit was destroyed at Trott Brook. A recently planted tree was uprooted there and

graffiti was discovered near the barn too. There was some damage to the paper towel holders and toilets at Orono Park and another porta potty unit was destroyed at the PT Complex. Public works staff promptly attended to each of these items for repair and restoration. Our vendor for the portable toilet units informed us that most cities do not replace temporary units if they are destroyed at this point in the summer. Staff decided not to replace the one at Trott Brook for the remainder of this season.

The rock down at Rivers Edge which serves as a memorial to Dallas Carlson was vandalized as well. Staff are working with vendors to replace the plaque and have it reinstalled.

Torchlight Theater

The commission approved Torchlight Theater's request for a use permit at Woodland Trails earlier this summer. The production took place July 31 through August 2. The production was well attended, and Torchlight hopes to continue building on its relationship with the Parks and Recreation Department.

Summer Concerts

Rivers Edge Commons Park has been a terrific host site for our summer concerts over the past few weeks. Attendance has been great this year and feedback on the improvements was extremely positive. Our final summer concert is tomorrow night, and we will be hosting The Fabulous Armadillos.



Request for Action

To
Parks and Recreation Commission

Item Number
12.1

Meeting Date
August 13, 2025

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Elk River Parks and Recreation Framework Plan -
Introduction

Reviewed by
Jeff Shelby
Joe Stremcha

Action Requested
Review the Introduction section first draft.

Background/Discussion

Staff created a document to serve as the Introduction for the future framework plan. The commission is asked to consider the draft and offer their input. Staff will incorporate their input and bring a finished document back for approval at the next meeting.

Financial Impact
None.

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

Attachments
I. Framework Plan - Introduction DRAFT I

The Elk River Vision

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

Introduction

Overview

The City of Elk River Parks and Recreation Framework Plan is a comprehensive, long-range guiding document designed to provide a strategic vision for the future of our community's parks, open spaces, facilities, and recreational programs. This plan will serve as a foundational tool for decision-making, resource allocation, and capital improvement projects over the next 10 years.

Mission and Values

*Will be tied to City Council Mission and Values statement

Community Profile

*Will be developed with Communications and consist largely of data provided through multiple sources

Plan Purpose

The primary purpose of this plan is to provide a strategic framework for future development and decision-making. It is designed to be a living document that guides the work of city staff, informs elected officials, and serves as a public declaration of the community's vision. Specifically, the plan aims to:

- 1. Provide a Strategic Vision:** Translate the community's priorities and aspirations into a clear, actionable vision for the parks and recreation system over the next decade.
- 2. Guide Capital Improvements:** Identify and prioritize capital projects, such as park development, facility renovations, and trail connections, ensuring they align with community needs and are phased in in a fiscally responsible manner.
- 3. Inform Program and Service Delivery:** Assess current recreational programs and services to identify gaps and opportunities, ensuring a diverse range of offerings that meet the needs of all residents, from youth to seniors.
- 4. Manage Resources Effectively:** Establish a basis for effective resource allocation and grant funding applications by clearly articulating needs and justifying proposed projects with data and community input.
- 5. Engage the Community:** Document the comprehensive community engagement process and serve as a tool for ongoing dialogue, providing transparency behind future park and recreation decisions.

Planning Process

The development of this framework plan was a multi-phase process spanning approximately 12 months, designed to be both data-driven and community-focused. The process was structured to ensure that the final document accurately reflects the needs, values, and vision of our residents and key stakeholders.

The major phases of the planning process included:

Drafting and Visioning

Community Engagement

Needs Assessment and Analysis

Final Review and Adoption

This structured approach ensured that the recommendations within this document are not only aspirational but also practical, financially viable, and reflective of the community's collective will.