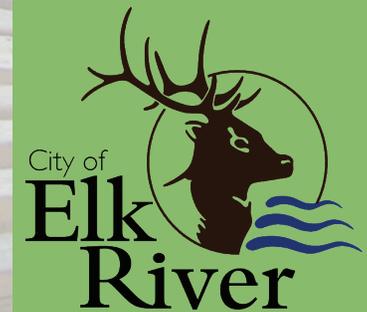
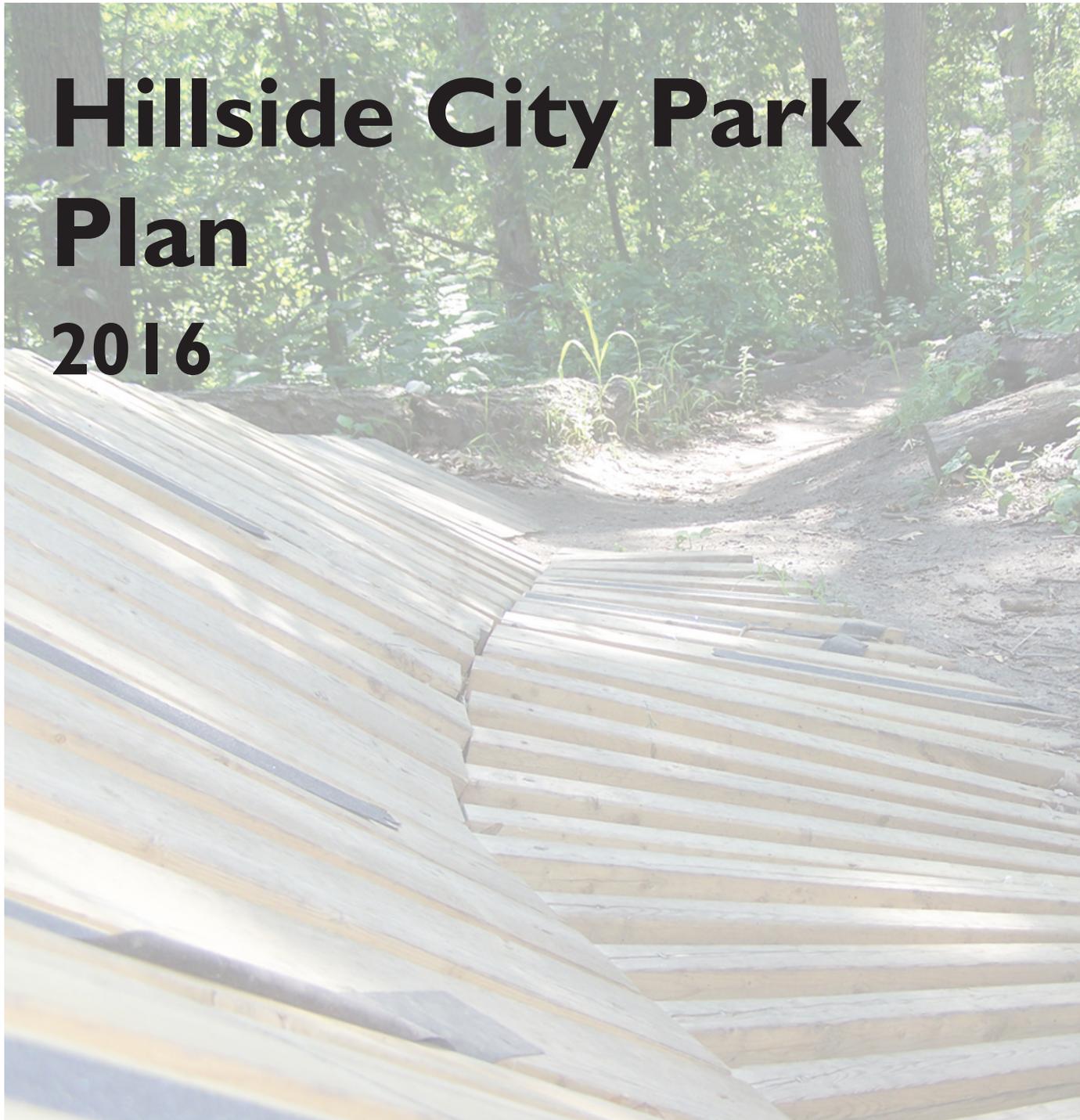


Hillside City Park Plan 2016



Adopted by the Elk River City Council November 2016

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- Appendix B: MORC Memorandum of Understanding



ACKNOWLEDGEMENTS

Elk River Parks & Recreation Commission

- Dave Anderson, Chair
- Dave Kallemeyn, Vice Chair
- Mark Ahlness
- Ryan Holmgren
- Mike Niziolek
- James Nystrom
- Guenther Sagan

Elk River City Staff

- Cal Portner, City Administrator
- Michael Hecker, Parks and Recreation Director
- Tim Sevcik, Parks Superintendent
- Steve Benoit, Recreation Manager

Hillside City Park Plan Committee

- Dave Anderson, Commission Member
- Michael Hecker, City staff
- Tim Sevcik, City staff
- Graydon Betts, MORC Board Member
- Jay Thompson, MORC Board Member



Hillside City Park Overview

- Located at 10801 181st Avenue
- Officially named “Hillside Park” on July 25, 1988
- One of the first mountain bike parks in the Twin Cities area in 1996
- A renowned mountain bike park home to six miles of mountain bike trails through 78.63 acres of mixed hardwood forest
- Described as a mountain bike park with off-road, natural surface, single-track multi-use trails that will become sustainable

Hillside City Park History and Background

The land now known as Hillside City Park was first settled with a land purchase from the US government in about 1855. Ownership changed hands a few times until the city purchased the land on April 25, 1952. The property was used as a city dump until about 1972 when a new landfill was constructed on Trunk Highway 169. From 1972 until mid-1980, the land sat vacant with occasional city leadership discussions regarding potential uses. In 1985, the city began discussions regarding park development on the land. In 1988 Hillside City Park was created with the vision of a rugged, wooded park with bike trails throughout.

Trail design and earnest trail construction began in 1996 by a group of mountain bike advocates called BLAST. Over the past two decades park visitors, especially mountain bikers, have enjoyed Elk River’s unique recreational amenity. As one of the earliest tracks of its type in the region, riders from throughout the Midwest visited Elk River to ride the challenging track that tested even the most accomplished riders. Original trail designs maximized the natural slope of the park’s hills and valleys and additional man-made accoutrements further increased challenges to the willing rider.

With the steady growth in the popularity of mountain biking, local volunteer leadership was formed and from 2006 through February 2016, a local group named DirtWirx oversaw regular maintenance and improvements to the trails at Hillside. However, the early design and construction was intended to satisfy riders and was unfortunately very labor intensive to maintain, especially during prolonged heavy rainfalls or heavy snow seasons. The heavy workload required to maintain the trail took a toll on even the most hardy mountain bike enthusiasts.



During the spring months of 2016, a city task force evaluated the park and the costs to maintain at a safe level. The task force determined it was in the city's best interest to invest in a new, highly sustainable trail design. The city began discussions with Minnesota Off-Road Cyclist Club (MORC), a non-profit organization that promotes mountain biking, consults on trail design, and manages volunteer networks, to establish an official partnership to ensure the health and longevity of the trails at Hillside City Park.

The city approved a Memorandum of Agreement with MORC on June 20, 2016. The agreement is intended to keep Hillside City Park a destination point with off-road, natural surface, single-track multi-use trails that are sustainable. The MORC agreement outlines the roles and responsibilities of both MORC and the City of Elk River.

The MORC mission is dedicated to safeguarding the future of mountain biking in Minnesota through the promotion of responsible riding, establishment and maintenance of sustainable trails, and preservation of natural resources. MORC volunteers will assist in the design, construction and maintenance of trails at Hillside. Special attention and effort will be made to capitalize and highlight the unique landscape, topography and trail experience users have come to know and love at Hillside.

As part of the partnership with MORC, fees will no longer be charged for the use of Hillside City Park.

Short-term Vision

Continue to operate Hillside City Park as a multi-use, natural surface trail. Maintain the current trails in a safe and sustainable condition through the use of MORC volunteers, interested community volunteers and city staff.

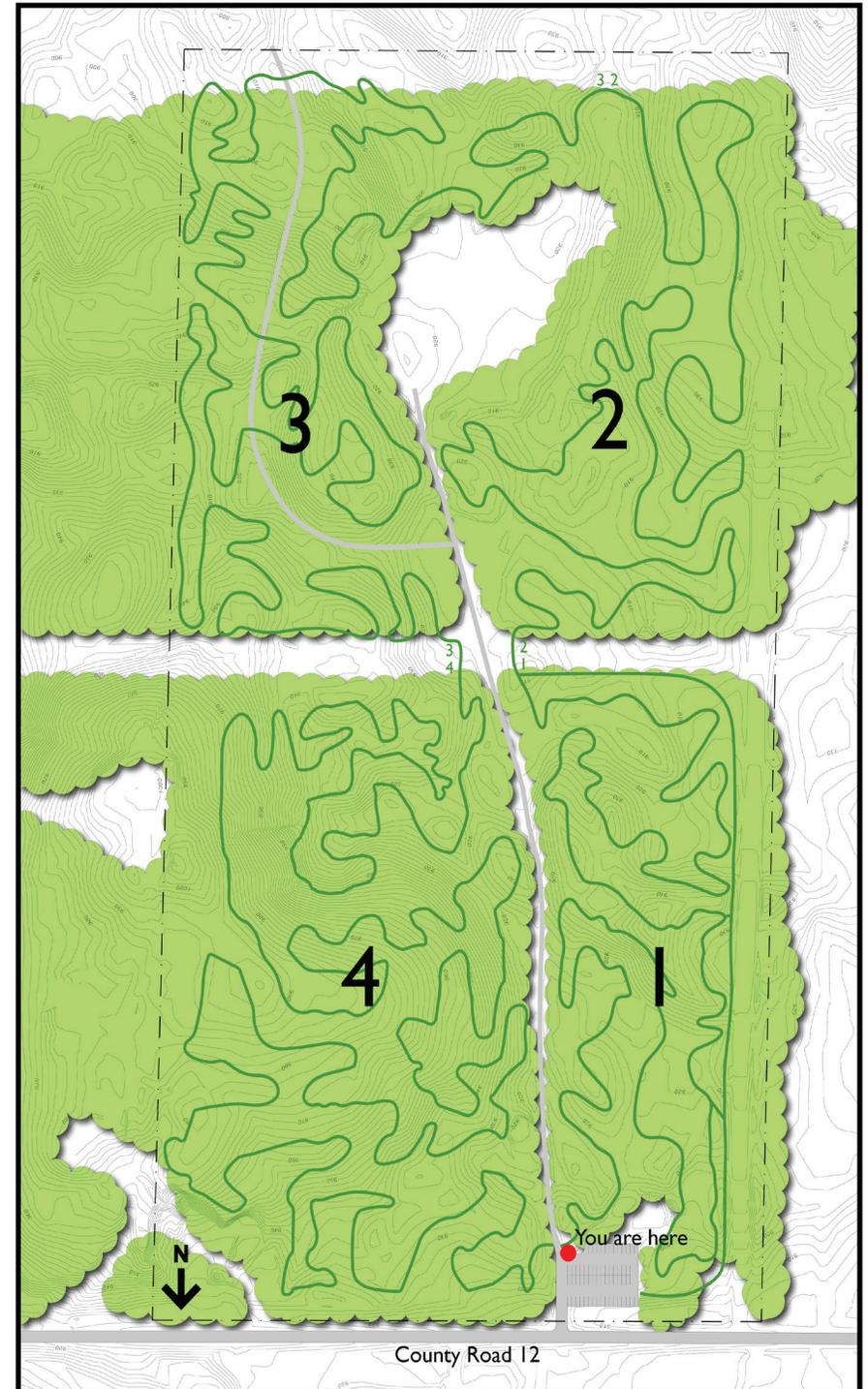
Long-term Vision

Ensure the park attracts a wide audience of park users by:

1. Reconstructing a multi-use natural surface trail system with a more sustainable design requiring fewer volunteer hours to maintain.
2. Increasing the user appeal to bike riders of all abilities as well as runners and hikers.
3. Incorporating a paved trail loop in the new trail design.
4. Monitoring adjacent property availability for potential expansion in size and recreational diversity.
5. Managing the health native trees, shrubs, grasses, and sedges.

Recommendations

1. Construct a single track mountain bike trail in the following order:
 - a. Area 1 Beginner
 - b. Area 4 Advanced
 - c. Area 2 Intermediate
 - d. Area 3 Intermediate/Advanced
2. Construct a paved trail loop as outlined in the Trail Park Plan (page 7).
3. Address the natural resource issues of Hillside City Park.
4. Develop a 50-stall parking lot.
5. Install park amenities:
 - a. Water fountain
 - b. Restrooms
 - c. Picnic shelter
6. Develop an overall signage plan for the park trail system.
7. Install a new entry sign and kiosk as per the City Wayfinding Program.
8. Seek to acquire adjacent properties for additions and connections to enhance the overall trail experience of the park (see Appendix A).
9. With acquisitions and connections, consider Regional Park Status through the Greater Minnesota Regional Parks and Trails Commission (GMRPTC).

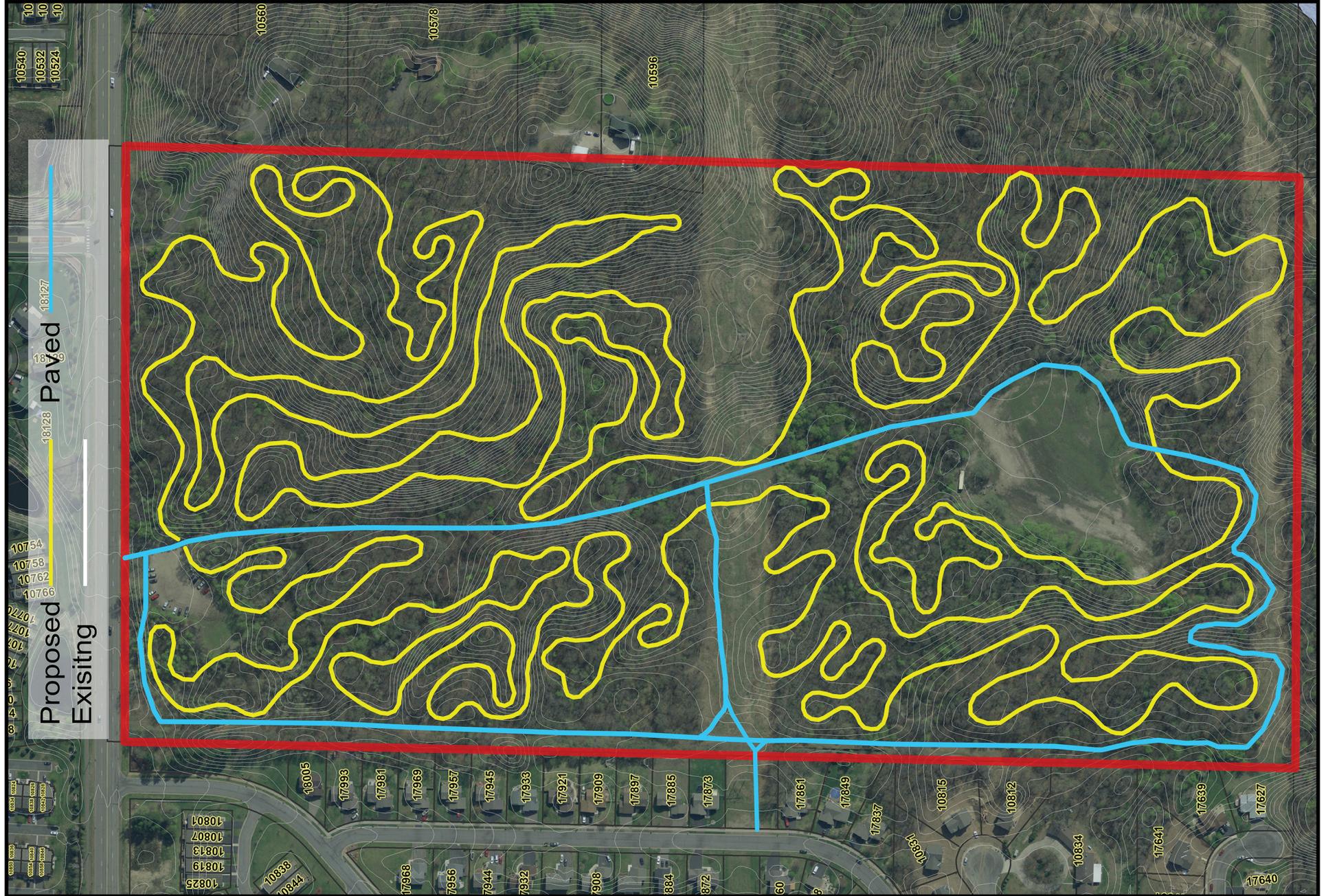


Park Project List

Task	Priority	Phase	Estimated
Address natural resource issues (buckthorn, downed trees, ...) (Grant, In-house)	High		\$300,000
Move storage unit to front	Medium		\$ (In house)
Make 50-stall parking lot at front with Class 5	High		\$20,000
Curb and gutter 50-stall paved parking lot	Low		\$130,000
Begin construction of single lane MTB Trail In the following order:			\$147,000
Area 1 - Beginner	High		\$30,000
Area 4 - Advanced	High		\$33,000
Area 2 - Intermediate	Medium		\$38,000
Area 3 - Intermediate/Advanced	Medium		\$46,000
Construct paved trail loop as per design	Medium	Mid	\$165,000
Build a new storage maintenance garage	Low	Long	\$100,000
Add picnic shelter	Low	Long	\$80,000
Add water fountain to front of park	Medium	Long	\$10,000
Add a "Fix It" bike station	Medium	Short	\$2,000
Add new entry sign and kiosk	Low		\$50,000
Add new temporary kiosk with trail map	High	Short	\$1,000
Add trail signs to identify trail difficulty and location	High		\$5,000
Explore additional park land opportunities to adjacent lands	Low	Long	Varies
Explore MORC grants	High		
Future Natural Resource Grand Funds			\$300,000
Total Excluding Natural Resource Projects			\$710,000
Total			\$1,010,000



Trail Park Plan



Appendix B

MORC Memorandum of Understanding

Agreement 2016-21
JUL 03 2016

MEMORANDUM OF AGREEMENT

BETWEEN THE

City of Elk River, MN

AND THE

MINNESOTA OFF-ROAD CYCLISTS

Hillside City Park Singletrack Mountain Bike Trail

INTRODUCTION AND PURPOSE

The City of Elk River and the Minnesota Off-Road Cyclists (MORC) are interested in promoting mountain biking as an outdoor recreation and fitness activity and in developing and maintaining quality trails for cyclists of all ability levels at Hillside City Park.

This memorandum identifies specific projects, including the design and construction of technical mountain bike trail features, trail maintenance, and trail patrol activities, which MORC volunteers have agreed to provide as service to the City of Elk River, establishes the responsibilities and conditions under which that volunteer service will be provided, and delineates the responsibilities of the City of Elk River.

SCOPE OF THE AGREEMENT

Ownership of Improvements

All improvements, constructed on Elk River park lands, shall be, and remain the property of the City of Elk River. All materials, including records, data, and other information acquired, developed or documented under this MOU shall be the property of the originating party, unless otherwise mutually agreed upon by both parties.

Term of Agreement

The term of this MOU shall start June 20, 2016, and extend through December 31, 2016. The City of Elk River and MORC can subsequently agree to extend this agreement on an annual calendar year basis with the approval of both parties.

MORC Volunteers

Volunteers assigned to work under this agreement at Hillside City Park are volunteers of MORC and are covered under the policies and procedures of MORC in relation to volunteer organization and management. Volunteers are not employees of or individual

volunteers of the City of Elk River, however they will receive training enabling them to represent the relationship between MORC and the City of Elk River.

MORC Responsibilities

1. Provide technical support to the City of Elk River in determining the location and design of technical features for the Mountain Bike Trail, consistent with the planned ability level of the trail segment in accordance with the International Mountain Bike Association (IMBA) guidelines.
2. Provide and supervise volunteers in the construction of approved technical features and alignment changes.
 - Utilize tools owned by MORC, or tools owned by the City of Elk River that may be made available by the designated Elk River parks supervisor.
 - Technical features and alignment changes must conform to IMBA guidelines and City of Elk River approved designs.
 - Train and supervise volunteers in appropriate construction techniques in accordance with IMBA guidelines.
 - Identify a crew leader and submit name to the designated Elk River parks supervisor.
 - Coordinate work schedule and on-site public notification, when needed, with the City of Elk River Parks Superintendent.
 - MORC volunteers may use bikes in the on-site planning and testing of technical features prior to official trail opening as coordinated with the City of Elk River Parks Superintendent.
3. Provide volunteers to assist with the inspection and hand-work maintenance of the trail.
 - Seasonally submit to City of Elk River for approval a schedule identifying minimum timetable for trail observation/inspection.
 - Ensure that all volunteers have received training in trail inspection and maintenance responsibilities as well as an orientation to the City of Elk River.
 - MORC volunteers are authorized to sculpt and/or remove downed trees found on the trail tread.
 - Perform routine maintenance activities. In the event that MORC is unable to safely and promptly address an identified issue that may create an unsafe situation, the MORC volunteer should notify the City of Elk River Parks Superintendent.
4. Use of Chainsaws and Tree Removal by MORC Volunteers.
 - Only individuals who have been designated as "chainsaw operators" will be allowed to operate chainsaws on Elk River properties. Such designation will only be granted to individuals who have received training in the safe and proper use of chainsaws.

- No live standing trees of native species over 4 inches in diameter will be cut without first receiving approval from the designated Elk River parks supervisor. No live Oak trees will be cut or trimmed outside of winter months.
 - Brush and small trees that are cut should be scattered at least 10 feet off the trail and lopped up so that no portion extends more than 3 feet above the ground.
 - Large trees up to 12 inches in diameter that fall across the trail may be cut to clear passage for the bike trail but the remaining portions of the trees should be left in place provided it's safe to do so.
 - MORC shall notify the designated Elk River parks supervisor when there are fallen trees greater than 12 inches in diameter that need to be cleared from the bike trail. Elk River Parks crews will be responsible for clearing such trees.
5. Provide and supervise volunteers for the purpose of winter trail grooming, maintenance, and inspection.
 - Routine trail inspection and maintenance shall be conducted during the winter season under the same guidelines specified by the MOU for summer season.
 - Develop, implement and evaluate winter trail grooming techniques and equipment.
 - Train and supervise volunteers in appropriate trail grooming techniques in accordance with MORC guidelines for winter trail use.
 - Identify a crew leader(s) for winter grooming who will maintain timely communication with the designated Elk River parks supervisor.
 6. Work with the City of Elk River in developing a routine inspection log report sheet for use by volunteers for the regularly scheduled inspections that will identify desired items for inspection and implement the use of this report sheet in the regular inspection of trails.
 - Copies of reports should be submitted to the City of Elk River Parks Superintendent.
 7. Prior to making any trail alignment changes, submit recommendations to the City of Elk River for any significant trail alignment changes that may be contemplated by MORC in carrying out the volunteer duties as outlined in the MOU. Changes that do not need City of Elk River approval are within 10 feet of the existing trail centerline and shorter 50 feet in length. Any planned reroute within 20 feet of a wetland will require City of Elk River approval.
 8. Recommend to the City of Elk River for consideration the types, location and language for trail directional, cautionary and informational signs and install (if requested by City of Elk River).

9. A designated MORC representative(s) may make recommendations to the City of Elk River Parks Superintendent as to when to close and re-open trails due to poor conditions or other unforeseen circumstances observed during trail patrol or maintenance activities.
10. Provide trail patrol volunteers (Ambassadors) as an optional service to assist in monitoring trail activities and providing assistance to trail users.
 - MORC may provide volunteers identified and trained by MORC as trail patrollers to ride and monitor the trail.
 - Trail patrollers can offer assistance to trail users within the scope of their training and volunteer status under MORC.
 - Trail patrollers should call 911 for emergency assistance (City of Elk River Public Safety may not be the first response unit to arrive at the scene). To contact City of Elk River Public Safety specifically for non-emergency situations such as, to report suspicious activity, uncooperative behaviors, or unauthorized trail use, call 911 and request to be put in contact with City of Elk River Public Safety Officer.
 - Trail patrol should be communicated in advance to the City of Elk River Parks Superintendent.
 - Provide City of Elk River with summary trail safety reports as generated by MORC volunteer trail patrol.
11. Hold Harmless Agreement

Each party agrees that it will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Each party, therefore, agrees that it will assume all risk and liability to itself, its agents or employees, for the injury to persons or property resulting in any manner from the conduct of its own operations, and the operation of its agents or employees under this agreement, for any loss, cost, damage, or expense resulting at any time from any and all causes due to any acts or acts of negligence, or the failure to exercise proper precautions, of or by itself or its own agents or its own employees, while occupying or visiting the premises under and pursuant to the agreement.
12. MORC may not interfere with the enjoyment of park users and must abide by City of Elk River Ordinances.

CITY OF ELK RIVER RESPONSIBILITIES:

1. To review and approve design and implementation plans for all agreed to volunteer activities.
2. To purchase materials, if needed, to be used in the construction of approved technical features.

3. To loan hand-tools for construction and maintenance activities, upon request and approval of the designated City of Elk River parks supervisor.
4. To provide City of Elk River maintenance staff support for approved work on a schedule agreed to by the designated City of Elk River parks supervisor.
5. To review and approve recommended technical feature designs, construction schedules and trail maintenance schedules.
6. To recognize MORC's contributions for trail design, technical feature design and construction and volunteer maintenance support in appropriate signage at an appropriate location in a manner approved by City of Elk River and to be coordinated through the City of Elk River Parks Superintendent.
7. To display a message about the MORC organization and event opportunities in manner approved by City of Elk River at a location approved by the City of Elk River Parks Superintendent.
8. To authorize MORC to have an informational display/booth at the trailhead up to two times per year for the purposes of providing information about MORC memberships and mountain biking events, as approved and coordinated with the City of Elk River Parks Superintendent. Informational displays may also be approved for City of Elk River permitted mountain bike races or events. Requests for a permit for direct financial solicitation (membership sales) must be approved in advance by the city council.
9. To notify MORC of trail closures or events which affect the use of the trail for posting on the MORC website.
10. The City of Elk River will provide chainsaw operator training once per year for staff and volunteers. MORC volunteers are encouraged to attend, but not required.

Termination of Agreement

This MOU may be terminated by either party upon delivery of 30-day written notice to the other party.

Amendment of Agreement

This MOU shall not be altered, changed or amended except by written mutual agreement of the parties

MORC Contacts

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president@morcmtnb.org

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City of Elk River Contacts

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Parks Superintendent
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 Cell: 763.568.3054
tsevcik@ElkRiverMN.gov

Parks Maintenance Lead
 Josh Baas
 Cell: 763.202.1057
jbaas@ElkRiverMN.gov

Agreement Administration
 Michael Hecker, Parks and Recreation Director
 13065 Orono Parkway, Elk River, MN 55330
 763.635.1161

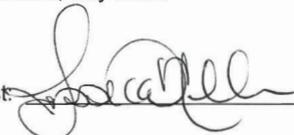
IN WITNESS WHEREOF, the parties have entered into this Memorandum of Understanding as of this 20th day of June, 2016.

City of Elk River

13065 Orono Parkway
 Elk River, Minnesota 55330


 John J. Dietz, Mayor


 Tina Allard, City Clerk

Attest: 

Minnesota Off-Road Cyclists

PO Box 19520
 Minneapolis, Minnesota 55419-0520

By: 

Title: Executive Director

Attest: 