



Ambassador Information Packet

- Reminders
- Supervisor phone list
- Volunteer schedule
- Park Facility Operations Hours
- Construction

Three Rivers Website

Main Page - www.threeriversparks.org

Location of helpful information on the website:

- **About Us:** www.threeriversparks.org/page/about-us
- **Contact Us:** www.threeriversparks.org/page/contact-us
- **Construction:** www.threeriversparks.org/page/construction-projects
- **Parks & Trails:** www.threeriversparks.org/locations
- **PDF Park Maps:** www.threeriversparks.org/page/park-map-pdfs
- **Park District News:** www.threeriversparks.org/news-archive
- **Public Safety & Park Rules:**
www.threeriversparks.org/page/public-safety
- **Trail Conditions, Trails Open or Closed:** Click on "Things to do", click on activity (horseback riding, cross-country skiing, mountain biking) then view page.

Volunteer Page - www.threeriversparks.org/volunteer

Click on the Volunteer Resource Center:

- **Volunteer Recruitment Publications**
- **General Volunteer Materials** (volunteer handbook, work-related injuries flowchart, volunteer hours log, Volunteer Fun Pass fact sheet)
- **VicNet** (Link to VicNet login, instruction guide)

Other Sources of Information:

- Park maps – in park brochure racks and online
 - Avenza information:
<https://www.threeriversparks.org/news/three-rivers-geopdf-maps-available-avenza>
- Hennepin County Bike Map
- System Map (printed 2023)



Reminders

Volunteer Park Ambassadors

Please review the **Volunteer Handbook** posted on the Volunteer Resource Center at www.ThreeRiversParks.org/volunteer. Also review Park District information for your park. Any questions that you have may be directed to park staff, your unit supervisor or Volunteer Office staff.

Procedures Summary

Schedule Shifts Before Volunteering

- Schedule all ambassador shifts in advance using VicNet or email. If you don't have access to VicNet speak directly with unit supervisor (phone or in person). (See attached supervisor contact list.)

Report Hours After Volunteering

- VicNet is preferred. Ambassadors new to a park must contact the unit supervisor before using VicNet for their park(s). Go to: www.threeriversparks.org/volunteer/resource-center.aspx for a link to VicNet and instructions. Your logon is your email. Create your own password.
- Other options:
 - VicTouch, a computer clock in/out system, is used at some sites. You will need your pin which is your volunteer number.
 - Volunteers who don't have computer access may discuss options for reporting hours with the site supervisor.

Identify yourself as a Park District Park Ambassador volunteer

- See below.

Carry information and phone.

Report any safety concerns.

- Email your supervisor for any trail or safety concerns.

Communicate with your Supervisor

- Get to know your unit supervisor and park staff! When you volunteer, check with staff and report what you see on park trails and ask any questions or offer suggestions that you may have.

Clothing and Equipment

Ambassador Clothing

- Wear a name tag and maroon Ambassador bib, t-shirt, or other maroon with ambassador patches. Ambassador bibs and name tags may be checked out

at designated locations. *A complimentary volunteer T-shirt is provided to new volunteers. Permanent nametags are provided after 50 hours.* _ All clothing must be neat in appearance.

Information Packs

- _ Please carry maps and park information with you that will help you answer questions.
- _ You will occasionally have access to fun give away items that you can hand out as you wish.
- _ Carrying of additional items (ie bandaids) for handout is at your discretion.

Cell Phones

- _ Please carry a cell phone. If you are willing to receive calls from facility staff or Park Police, please give park staff your cell phone number.

Recreation Equipment

- _ Volunteers are expected to provide own equipment maintained in safe operating order. Volunteers may use park rental equipment while volunteering if equipment is available. Rental is free of charge while volunteering; however, volunteers should follow regular rental procedures (bring your driver's license. Ask the Park Operations Supervisor at each park for procedures. Park rental equipment must stay in the park where it is rented. Horses are not available for rent. Horse Ambassadors must provide own horse, tack and transportation to park.

Miscellaneous Info

Ambassador hours and locations

- _ Refer to the attached schedule. Schedules are determined according to the needs of each park. Contact unit supervisors with any questions about volunteer hours for the parks/trails under their supervision.

Trail Passes

- _ Trail fees are waived for volunteer ambassadors while on-duty, in uniform and scheduled in advance. Passes are required when not on duty.
- _ Active volunteers earn park privileges through the Volunteer Fun Pass Program which is mailed to volunteers each November. For details review the Volunteer Fun Pass Program Fact Sheet online.
- _ **Site Orientation:** New ambassadors or ambassadors from another park should contact the volunteer supervisor for the park and arrange a site orientation to become familiar with procedures and information for that park. These visits will need to occur during a slow time of day.

Unit Supervisors List Spring 2024

Park Trails Unit (Recreation Areas – XC ski/snowshoe/walking/biking/skating): Facility Staff

Winter	Summer	primary contact	Park	Facility for patrol check- in	Main facility number	Staff name	Title	Email	Office number	Cell number
	x	x	Baker	Campground office	763-694-7662	Jane Thompson	Park Service Assistant	jane.thompson@threeriversparks.org	763-694-2028	612-490-0923
	x		Baker	Campground office	763-694-7662	Bri Koch	Park Operations Supervisor	Bri.Koch@threeriversparks.org	763-694-7663	612-704-0770
x		x	Baker	Chalet	763-694-7660	Jane Thompson	Park Service Assistant	jane.thompson@threeriversparks.org	763-694-2028	612-490-0923
x			Baker	Chalet	763-694-7660	Bri Koch	Park Operations Supervisor	Bri.Koch@threeriversparks.org	763-694-7663	612-704-0770
x	x	x	Carver	Lowry Nature Center	call direct #	Darren Dummer	Park Operations Supervisor	Darren.Dummer@ThreeRiversParks.org	763-694-2012	612-290-0106
	x		Carver	Lowry Nature Center	call direct #	Emily Liebo	Facility Supervisor	Emily.Liebo@threeriversparks.org	763-694-2075	612-290-0116
x	x	x	Crow-Hassan	none	See Baker	See Baker	Baker Staff			
x	x	x	Mississippi Gateway	Visitor Center	763-694-7790	Ashley LeVoir	Interpretive Naturalist	Ashley.LeVoir@threeriversparks.org	763-694-7694	
x	x		Cleary	Visitor Center	763-694-7777	Tom Balk	Park Operations Supervisor	Thomas.Balk@threeriversparks.org	763-694-7777	
x	x	x	Cleary	Visitor Center	763-694-7777	Shaun Mertes	Facility Supervisor	Shaun.Mertes@threeriversparks.org	763-694-7777	
x			Eagle Lake	none	call direct #	Brian Pabst	Golf Program Supervisor	Brian.Pabst@threeriversparks.org	763-694-7698	
x			Eagle Lake	none	call direct #	Troy Nygaard	Park Operations Supervisor	Troy.Nygaard@threeriversparks.org	763-694-7697	763-528-1730
x	x	x	Elm Creek	Chalet: Dec.-Mar.; Concession: summer; Eastman NC: spring & fall	763-694-7894	Dominic Ray	Park Operations Supervisor	Dominic.Ray@threeriversparks.org	763-694-7711	612-490-0864
						Austin Lane	Facility Supervisor	Austin.Lane@threeriversparks.org	763-694-2075	612-290-0116
	x		Fish Lake	none	See French	See French	French Staff			
x	x	x	French	Visitor Center	763-694-7750	Bruce Bolduan	Park Operations Supervisor	Bruce.Bolduan@threeriversparks.org	763-694-7895	612-290-0112
x	x	x	French	Visitor Center	763-694-7750	Sam Kiesow	Facility Supervisor	sam.kiesow@threeriversparks.org	763-694-7752	763-490-0175
	x		Gale Woods Farm	Visitor Center	763-694 2001	Andi Anderson	Program Coordinator	Andi.Anderson@threeriversparks.org	763-694 2001	
x	x	x	Hyland	Visitor Center	763-694-7687	Paula Henseler	Facility Coordinator	Paula.Henseler@threeriversparks.org	763-694-7784	

x	x		Hyland	Visitor Center	763-694-7687	Dario De Paz	Park Operations Supervisor	dario.depaz@threeriversparks.org	763-694-7689	612-490-0866
x	x	x	Kingswood	none	See Carver	See Carver	Carver staff			
x	x	x	Lake Minnetonka	none	See Carver	See Carver	Carver staff			
	x	x	Lake Rebecca	none	See Baker	See Baker	Baker Staff			
x	x	x	Murphy	Trailhead	See Cleary	See Cleary	Cleary Staff			
x	x	x	Silverwood Park	Visitor Center	763-694-7707	Seth Eberle	Silverwood Educator	seth.eberle@threeriversparks.org	612-508-6217	612-508-6217
x	x	x	Spring Lake Park	none	See Cleary	See Cleary	Cleary Staff			
			District-wide			Lynn Stoltzmann	Director of Facilities Services	Lynn.Stoltzmann@threeriversparks.org	763-559-6702	

Horse Trails Unit

x	x		Horse trails	none	call direct #	Corey Jurgenson	Police Sergeant	Corey.Jurgenson@threeriversparks.org	use cell	612-490-2955
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Regional Trails Unit (Apr. 15-Oct. 31)

	x	x	Regional trails	none	call direct #	Danny McCullough	Regional Trails Manager	Danny.McCullough@threeriversparks.org	763-559-6746	651-271-7590
	x					Becca Conser	Volunteer Coordinator	volunteer@threeriversparks.org	763-694-2070	

Hyland Hills Ski Area Unit (formerly Mountain Host Unit)

x		x	Hyland Hills Ski Area	Chalet	call direct #	Bill Kauffmann	Facility Coordinator		763.694.7669	
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Staff providing overall coordination and management of volunteer park patrol program

x	x	x	District-wide	Volunteer Office	call direct #	Becca Conser	Volunteer Coordinator	Rebecca.Conser@threeriversparks.org	763-694-2070	
			District-wide	Volunteer Office	call direct #	Katie Brom	Volunteer Coordinator	Katherine.Brom@threeriversparks.org	763-559-6704	

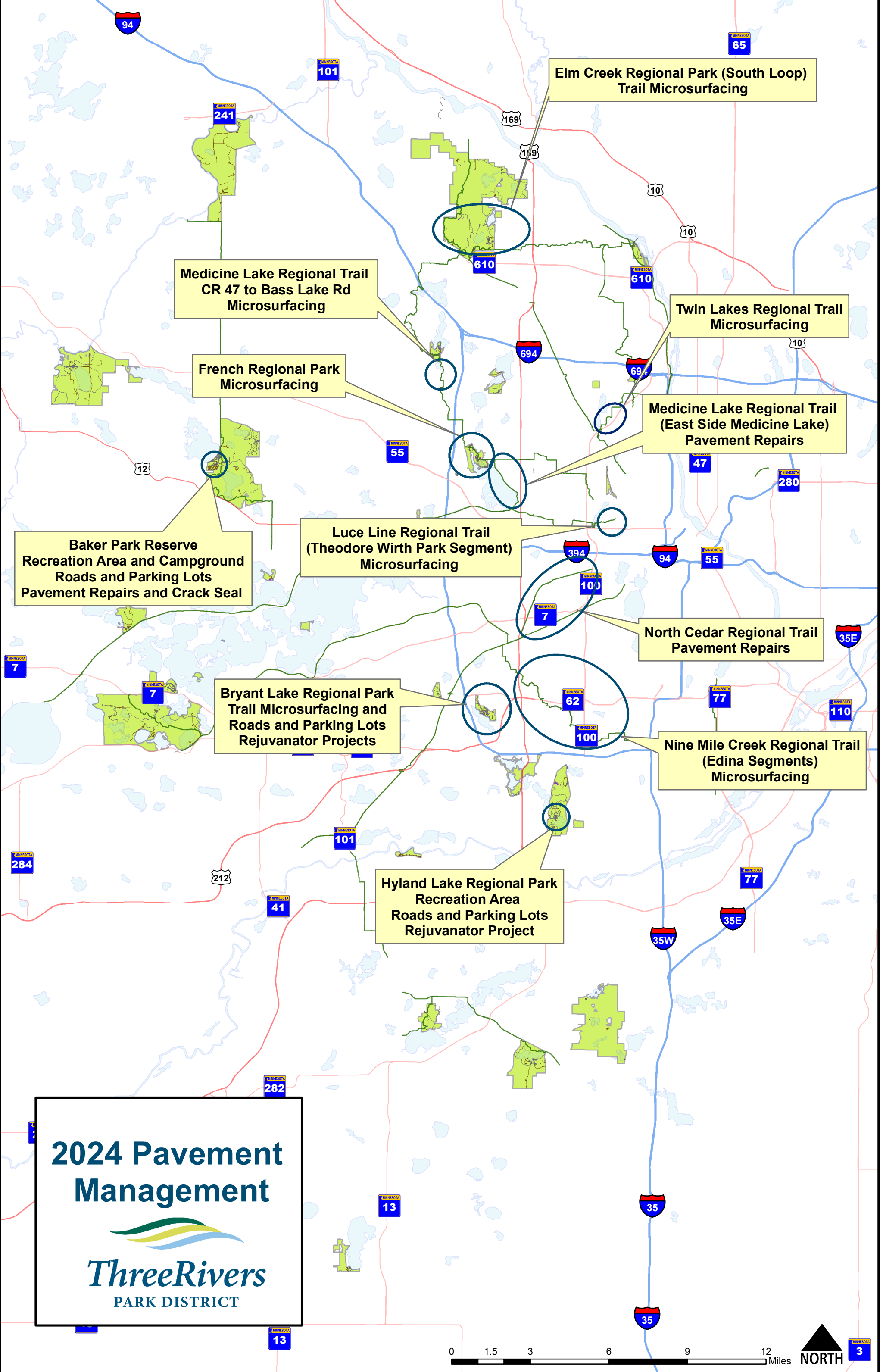
2024 Construction Season - Department of Design

April 2024

See construction page for updates:
<https://www.threeriversparks.org/construction>

For the most up-to-date info, please contact the Project Manager listed in the table below.

Park Location	Project	Project Manager	Estimated schedule
Baker PR - CR19	Hennepin County 19 Reconstruction near Baker	Katie Warner	Hennepin County Lead Project. Currently under construction and is expected to be completed by the end of July 2024.
Baker PR - OLC	Outdoor Learning Center ADA Lodge Access Pathway	Nate Straka	Beginning June 2024, expected completion by late August, 2024
District-wide	Pavement & Structure Preventative Maintenance – 2024	Katie Warner	See attached map and check website for updates as these dates are estimates only.
Gale Woods	Gale Woods Farm Solar Roof Installation	Jason Zemke	Currently in design, anticipate construction fall/winter 2024 TBD
Hyland PR - Rec Area	Boat Ramp Access Road Reconstruction and ADA Improvements	Josh Bowe	Beginning late July, expected completion end of October
Lake Minnetonka RP	Schmid Farmhouse Stabilization	Nate Straka	Ongoing construction since 2023; expected completion by summer 2024
Mississippi Gateway RP	Mississippi Gateway Park Redevelopment	Jason Zemke Matt Swenson	Ongoing construction since 2023; expected completion by summer/fall 2025 TBD
RT - Dakota Rail	CSAH 15 Redesign to improve crossing in downtown Mound	Josh Bowe	Fall 2024 construction
RT - Lake Minnetonka	Strawberry Lane Crossing Upgrades	Josh Bowe	Ongoing construction since 2023; expected completion by summer 2024
RT - Lake Minnetonka	Shorewood Trailhead - Freeman Park	Josh Bowe	Ongoing construction since 2023; expected completion by summer 2024
RT - Nine Mile Creek	Microsurface Edina Segment and Hopkins Segment from Cedar Lake RT to Westbrooke Way in Hopkins	Katie Warner	Resurfacing is planned to occur from 7/8/24 to 8/16/24
RT - Nokomis MN River	Nokomis-MN River RT - I-494 Reconstruction	Josh Bowe	Construction through 2026 along I-494. Construction at Nokomis MN River RT may be completed in 2025.
RT - Rush Creek	Pedestrian Underpass Construction at Mississippi Gateway RP	Matt Swenson	Currently in design, anticipate construction fall 2024/spring 2025 TBD
RT - Rush Creek	Rush Creek RT Evanswood Development	Nate Straka	Construction began in 2023 and completion expected by August 2024.
RT - Rush Creek	McCartney Property Demolition - Maple Grove	Nate Straka	Currently pending real estate transaction, anticipate construction fall 2024, possibly early 2025 depending on closing date.
RT - Rush Creek	Segal Property Demolition - Maple Grove	Nate Straka	Currently in design, anticipate construction fall 2024 TBD
RT - West Miss River	Elsie Stevens Park Trail Construction - Dayton	Katie Warner	Ongoing construction since 2023; expected completion by summer 2024
RT - West Miss River	Laurel Property Demolition - Dayton	Nate Straka	Currently in design, anticipate construction fall 2024 TBD
RT - West Miss River	Coutolenc Property Demolition - Dayton	Nate Straka	Ongoing since April 2024. Expected completion by July 2024
Scott Cty - District-wide	Scott-Three Rivers Construction Projects at Cleary Lake, Cedar Lake Farm and Doyle-Kennefic	Katie Warner	Ongoing construction since 2023; expected completion by fall 2024 except Cedar Lake Farm will be completed by June 2024
Scott Cty - Spring Lake RP	Spring Lake RP - Lakefront Development	Matt Swenson	Ongoing construction since 2023; expected completion by summer 2024
Sochacki Park	Sochacki: One-room classroom construction	Jason Zemke	Currently in design, anticipate construction start July/August 2024 through December 2024



Elm Creek Regional Park (South Loop) Trail Microsurfacing

Medicine Lake Regional Trail CR 47 to Bass Lake Rd Microsurfacing

Twin Lakes Regional Trail Microsurfacing

French Regional Park Microsurfacing

Medicine Lake Regional Trail (East Side Medicine Lake) Pavement Repairs

Luce Line Regional Trail (Theodore Wirth Park Segment) Microsurfacing

Baker Park Reserve Recreation Area and Campground Roads and Parking Lots Pavement Repairs and Crack Seal

North Cedar Regional Trail Pavement Repairs

Bryant Lake Regional Park Trail Microsurfacing and Roads and Parking Lots Rejuvenator Projects

Nine Mile Creek Regional Trail (Edina Segments) Microsurfacing

Hyland Lake Regional Park Recreation Area Roads and Parking Lots Rejuvenator Project

2024 Pavement Management

Three Rivers
PARK DISTRICT