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**City of Lake Elmo**  
**~~Parks Commission Meeting~~PARKS COMMISSION MEETING**  
**Minutes of ~~April 17~~July 17, 2006**

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Due to the length of the previous special meeting of consultant interviews for the Park Plan Update, Chairman Schumacher called to order the meeting of the Lake Elmo Parks Commission late at 7:14 p.m. COMMISSIONERS PRESENT: Steele, Blackford, Watters, and Ames. STAFF PRESENT: Administrator Rafferty, Planner Dillerud, Parks Superintendent M. Bouthilet, Assistant Planner Matzek, and Recording Secretary Anez. ALSO PRESENT: Mayor Johnston.

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**1. Introduction**

Kelli Matzek introduced herself as the city's new assistant planner and gave a short background of her education and work history. The Planner said she will be staff support for the Parks Commission.

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Chairman Schumacher called to order the meeting of the Lake Elmo Parks Commission at 7:05 p.m. COMMISSIONERS PRESENT: Larson, Steele, Blackford, T. Bouthilet, Wagner, Heroff, Bruchu, and Ames. STAFF PRESENT: Superintendent Bouthilet, Planner Dillerud, and Administrator Rafferty.

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**12. Agenda**

Add 6.4 Heights Park, 6.5 Carriage Station Update, 6.6 Public Works and Water Tower, 6.7 Arts Center, 6.8 Trail Construction Update, and establish a special meeting date for selection of a consultant for the Park Plan Update. Vote: 5:0.

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**23. Minutes of March 20, 2006/Minutes of May 15, 2006**

Steele: Part 3, add the word "to" for CC to review policy. Part 4, Second paragraph, second line, Carriage Station residents (plural). Blackford: Page 2, Part 7, Move the paragraph about Chairman Schumacher wanting to protect Sunfish now to the beginning of the section. Add because City Council at their April 5, 2005 meeting directed the Parks Commission to look at the Land Trust specifically for Sunfish Lake Park. Strike the sentence about concern for the minutes in the same paragraph. 4<sup>th</sup> Paragraph, 3<sup>rd</sup> line Land Trust as a protective tool... add, "Specifically for Sunfish Lake Park."

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M/S/P, ~~Ames/Larson~~Steele/Watters, to accept the ~~minutes~~Minutes of ~~March 20~~May 15, 2006 as presented/amended. Vote: 9-0:5:0.

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**34. Park Plan RFP/Tapestry-Request for Horseback Riding Trail into Sunfish Lake Park**  
The City Planner presented the RFP for the Park Plan. Commissioners provided minor edits to the RFP that the City Planner agreed to incorporate prior to submission for City Council Approval. The Assistant Planner summarized the requested proposal to add a wood chip trail from north to south along the western side of the Tapestry subdivision. She noted that the proposed trail crosses two private driveways and Julep Avenue. She did not have information regarding the width of the trail and distance from the roadway. She asked if wood chips are the best material for the area because they don't always work well, sometimes they wash away. The city would need to confirm easements for such trails. Signage identifying private or public trails may be required where the trail meets the boundary for Sunfish Lake Park and within the park. She said there appears to be a gap of about 120 feet from the end of the trail to the existing horse trails in the park.

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Mark Youngdahl, developer of Tapestry and homebuilder  
Mr. Youngdahl said the area where the proposed trail meets the park is a flat area of Oak Savannah. He said there would be no tree destruction, maybe just some underbrush. The Land Trust would need city approvals and they require an elaborate grazing plan before they will authorize that use on the parcels. The trail would extend from the pastures to the trails in the park.

Commissioners asked questions on such topics as: how many horses; how wide the trail material; options other than woodchips; maintenance of the trail; shelter for the horses; who would construct the additional 120 feet of trail; if the trail would be able to accommodate horse traffic from the north, west, and east; if the trails would be exclusively for horses; and who would own the horses.

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Mr. Youngdahl said there would be no more than 10 horses and the trail width will be six to eight feet wide. Chips are recommended because horses take to them, and the trail will have to be maintained by the homeowners association. Mr. Youngdahl agreed to build the additional 120 feet of trail in the Park. The easements would be sought from the two homeowners whose driveways would be crossed. The chip trails would be solely for horses. There would be no boarding-only homeowners would keep their horses there. He said he would like to see the trails open for horses beyond the development but he is not sure how that could work, they would have to make it clear and there could be a liability issue.

Commissioners asked staff if more horse access can be supported in the park, if it could be a traffic issue, if would it be an enforcement issue, and dates of horseback riding in the park. Superintendent Bouthilet said no horses are allowed in the park until May 15. He stated until now there has been low impact by horses in the park. Once the 120 feet are constructed within the park, the city will maintain it and will need access within Tapestry to do so.

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The Planner said the idea is intriguing but an amendment will be required for the Open Space Preservation Final Plan.

He reported that the Trail Plan was over budget and recommended no expansion to the Scope of Services by the consultants in order to keep down costs.

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M/S/P, Bruehu/Steels/Ames to recommend the construction of horseback trails within Tapestry and connecting to the trails within Sunfish Lake Park subject to further details along with an amendment to the Open Space Preservation Final Plan of Tapestry at Charlotte's Grove. Vote: 5:0, to recommend moving forward with the Park Plan RFP. Vote: 9:0.

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### 5. Land Trust

Chairman Schumacher asked if a stronger, more succinct recommendation for placing Sunfish Lake Park into the Land Trust is in order.

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Mayor Johnston said two issues could use more definition: an easement should not necessarily preclude other park and recreational activities and should be specific, and what will be the cost to do it? He said they are looking for permanent protection with a reasonable plan for additional use.

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Chairman Schumacher said the cost will be \$10,000 with a grant for \$5,000 of it. The easement with the Land Trust will cost the City that much payable to the Land Trust as a "Stewardship Fee"

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Assistant Planner Matzek was asked to detail acreage of areas of the park and she determined there are 4 acres for the road, 18 for the crop land, and 284 for the balance of the park.

Commissioner Watters said **Sunfish Lake Park** should be made part of the Park Plan and determining the **easement** areas should be done systematically. Superintendent M. Bouthilet agreed that Sunfish Lake Park should not be planned in isolation.

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**4. Cost Estimates and 2006 Trail Construction Program**

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The Planner handed out a memo from the City Engineer where he prepared cost estimates for construction of two trail priorities: 55<sup>th</sup> Street to Sanctuary and in Carriage Station from Marquess Trail south to 50<sup>th</sup> Street.

M/S/P, Ames/Steele to recommend moving forward with the process in order to construct trails at 55<sup>th</sup> Street and 50<sup>th</sup> Street in accordance with the Trail Plan Guide. Vote: 9:0.

**4. Electrical Service at VFW Park**

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Superintendent Bouthilet provided cost estimates to install electrical service in VFW Park for \$3,000 and to install water at a cost of \$2,000. He said there is \$10,000 in the Parks CIP.

M/S/P, Heroff/Blackford to recommend installation of electrical service at a cost of \$3,000 and water at a cost of \$2,000 in VFW Park. Vote: 9:0.

**6. Foul Line Net**

Superintendent Bouthilet provided a cost estimate of \$6,500 to install a foul line net into VFW Park.

~~M/S/P, Wagner/Steele to recommend exploration of other alternatives to a foul line net at VFW Park. Vote: 9:0.~~

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**7. Park Walk through Schedule**

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Commissioner Larson reported that twelve parks have been walked and there are six remaining. The next walk through will be on Saturday, April 22, 2006.

**8. Park Templates for Park Plan**

Commissioner Larson presented templates of parks with pictures and descriptions for use as web pages. He was commended for an excellent job.

**96. City Council Update**

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There were no council actions related to Parks. Superintendent M. Bouthilet said they are holding off on putting in the trails at Carriage Station until the playground is done. The main part of that play structure will be done this week with the net and another piece still to come. Trail construction go ahead has been given for 55<sup>th</sup> Street from Sanctuary to Marquess.

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The Planner said Commissioner Larson is making progress with getting a public trail easement in Fields II almost to Highway 5. He and Commissioner Larson will make a presentation to the homeowner's association.

**6.7 Arts Center**

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The Administrator said the Art Center has had multiple shows. They have applied to change the

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rear of the garage for a stage.

**6.4 Heights Park**

Resident Bob Mear lives on 27<sup>th</sup> Street and has lived there in Lake Elmo Heights 2<sup>nd</sup> Addition for 18 years. He said Mrs. Brady's petition last year was not presented to him or his neighbors on either side and park improvements will have direct impact upon his property. He said when the 3<sup>rd</sup> Addition went in, the agreement was for a massive park.

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Superintendent M. Bouthilet reminded the commission they set money aside in the CIP for a play structure and small field. It is currently the staging area for water lines and when water is done, there is opportunity for improvement. He said in massive parks there may be tables and chairs and no play structures.

Resident Noreen Dillon and her husband Tom have enjoyed 14 years of a rural buffer. She said there are tons of trees and she would like to preserve it as natural. Mrs. Dillon said that other neighbors have told her the same thing. She asked the commission to preserve five to eight acres into the future. She said the city's stated objective and mission is to continue some rural quality with wildlife and natural shoreland. She recommended talking to her neighbors, doing some research and coming back.

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Superintendent Bouthilet said the commission will be reviewing the CIP again soon.

**6.6 Public Works and Water Tower**

The Administrator said the Public Works building will open in the next couple of weeks.

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**6.8 Trail Construction Update**

Superintendent Bouthilet said the city has reviewed a trail and an entrance in the northeast quadrant of the Park Reserve on Klondike but they have run into difficulties because of the current grades there. He suggested a pedestrian walkway might be possible adjacent to the road and they still have to get the county to open up the park to the trail there.

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M/S/P, Watters/Ames to set a special meeting date for selection and recommendation of a consultant for the Park Plan Update as Tuesday July 25, 2006 at 6:00 p.m., and to use that process with the consultant to assess how we can best protect Sunfish Lake Park. Vote: 5:0.

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The meeting adjourned at 8:55-15 p.m.

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Respectfully submitted,

Kimberly Anez  
Recording Secretary

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