

# City of Lake Elmo

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Lake Elmo, Minnesota 55042

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## NOTICE OF MEETING

The City of Lake Elmo  
Parks Commission will conduct its regular meeting on

**Monday, August 17, 2009, at 7:00 p.m.**

### AGENDA

1. Agenda
  2. Minutes
    - a. July 20, 2009
  3. Review of Ravine Restoration Project within DeMontreville Wildlife Park to repair an eroding ravine and to prevent sediment from washing into Lake Demontreville.
  4. Demontreville Trail – Discussion on Trail Options as part of the Washington County Reconstruction and Turnback Project
    - A. Information item: Staff discussion with City of Oakdale regarding East Suburban Oakdale Bike Web.
  5. Consideration of proposals to construct picnic shelters at Carriage Station Park and Demontreville Park.
  6. Discussion on Sunfish Lake Park Area 2 concept plan development.
  7. Update on Minnesota DNR Metro Greenway Grant for Sunfish Lake Park prairie restoration.
  8. Information Items:
    - A. Park partners reports.
  9. Adjourn
- The public is invited to attend.

**DRAFT**  
**Lake Elmo Park Commission**  
**Minutes of the Regular Meeting**  
**July 20, 2009**

Chairman Ames called the meeting to order at 7:04 p.m.

COMMISSIONERS PRESENT: Larson, Ames, Blackford, Zeno, Adanene, Dobbs

STAFF PRESENT: Project Assistant Kriegler, Public Works Superintendent Bouthilet

**Agenda**

Agenda was approved as amended. (M/S, Blackford/Larson, 6-0)

Item 6. Discussion of Sunfish Lake Park Area 2 concept plan moved to first order of business.

**Minutes**

May 18, 2009 minutes approved as amended (M/S Larson / Zeno, 6-0)

Presentation about prairie restoration (2<sup>nd</sup> paragraph) Add - Blackford expressed an interest in having existing fauna at the site catalogued. *This interest is out of concern for the potential effects of pesticide use during the course of prairie restoration activities.*

**Discussion of Sunfish Lake Park Area 2 concept plan**

The recently approved Sunfish Lake Park Conservation Easement to the Minnesota Land Trust states that Area 2 of the park, a 20 acre portion, may have limited development for education, outdoor recreation and nature observation purposes in accordance with a city approved park concept plan. In an effort to make progress in the development of the concept plan, Judith Blackford, Rolf Larson and Marty Dobbs participated in a work session to visit the park and develop a draft outline. The Commission reviewed the outline and made the following comments:

Blackford expressed the importance of all kids and people having access to the park, its features and facilities. She expressed the desire for ADA compliance.

Parking area – the desire was expressed to keep the area as natural as possible. Discussion took place regarding the number and layout of parking spots. Bouthilet underscored the importance of having enough space to accommodate buses. There was also interest expressed in configuring the lot in such a way to define / limit parking spots for horse trailers. There was some discussion about the parking lot surface material, with some expressing the desire for the lot to remain unpaved, while some expressed that eventual paving was desirable.

Interpretive center- considerable discussion took place regarding a future interpretive center. Generally, there was the interest in keeping the center very simple and relatively small. Several expressed the interest in creating / focusing on learning / interpretive opportunities out of doors and accessible 24-7. It was noted that interpretive centers located in the area seem to be under utilized. "People want to be outside in the natural areas". There was interest expressed in a modest indoor space to serve as shelter from the cold in the winter months.

Picnic / Short Turf – Open Play Area - - the concept of dedicating some open play space for informal casual play. It was felt that a site visit would be useful in designating a specific area and size for this use.

ADA Compliant hard surface trail - - The logic of an “out and back” ADA compliant trail segment was questioned. It was suggested that a ADA compliant loop should be offered. It was expressed that a site visit would be useful in determining a more appropriate trail configuration.

A site visit to the park was scheduled for 7:00 p.m. Monday, August 10. Members felt that an on-site visit was necessary to proceed with further development of the concept plan.

### **Review of Park Commission '09 work plan, priorities, and planned improvements.**

Bouthilet and Kriegler reported on the progress / status of the following '09 planned park improvements:

Pebble Park tennis court resurface- contractors to be contacted for quotes yet this fall.

Reid Park play equipment and parking lot extension- old play equipment has been removed, swing set has been ordered for placement in new location. Staff has received request from resident for additional toddler based equipment in the park. It was requested that staff bring a recommendation to the next commission meeting for a toddler-based piece of equipment. Bouthilet reported that he is obtaining proposals for work related to the extension of the parking lot.

**Motion:** (M/S Dobbs, Larson) The Park Commission supports a recommendation to the City Council to extend the Reid Park parking lot at an approximate cost of \$6,000.

Tablyn Park parking lot- project has been expanded to a complete reconstruction as opposed to an overlay due to its deteriorated condition. The project is on hold however, due to issues related to property surveys and easements. The city engineer is working to resolve these issues.

Councilmember Delapp encouraged the commission to get involved in planning for the landscaping / restoration of the area surrounding the Washington County Landfill. Kriegler reported that the actual area of waste storage at the landfill will decrease, potentially resulting in a significant net gain in land that could be used for recreational purposes. The commission expressed that they were very eager to gain an understanding of the “rules” or limitations related to the restoration / improvement / development of the site. It was requested that representatives of MPCA attend the August (or near future) park commission meeting.

**Motion:** (M/S Ames, Zino) The Park Commission supports the concept of participating in the planning process with the MPCA in an effort to restore the Washington County Landfill site to the most natural condition possible.

### **Update on Carriage Station and Demontreville Park picnic shelter projects.**

Carriage Station and Demontreville picnic shelter projects: Quotations will be available for consideration at the August meeting. There has been some delay in the project due

to the need for the local Lowes contact to secure the remaining grant amount from corporate Lowes. There is also the possibility that additional funds from Lowes might be available for the Carriage Station shelter. Each shelter will be quoted separately and together with construction being concurrent.

Meeting was adjourned: 9:10 pm.

Respectfully submitted,  
Carol Kriegler,  
Project Assistant

Park Commission  
Date: 8-17-09  
Regular  
Item: 3

ITEM: Review of Ravine Restoration Project within DeMontreville Wildlife Park to repair an eroding ravine and to prevent sediment from washing into Lake DeMontreville.

REQUESTED BY: Valley Branch Watershed District, Applicant

SUBMITTED BY: Kelli Matzek, City Planner

REVIEWED BY: Craig Dawson, Interim City Administrator  
Kyle Klatt, Planning Director  
Ryan Stempski, Assistant City Engineer  
Mike Bouthilet, Public Works Director

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#### SUMMARY AND ACTION REQUESTED:

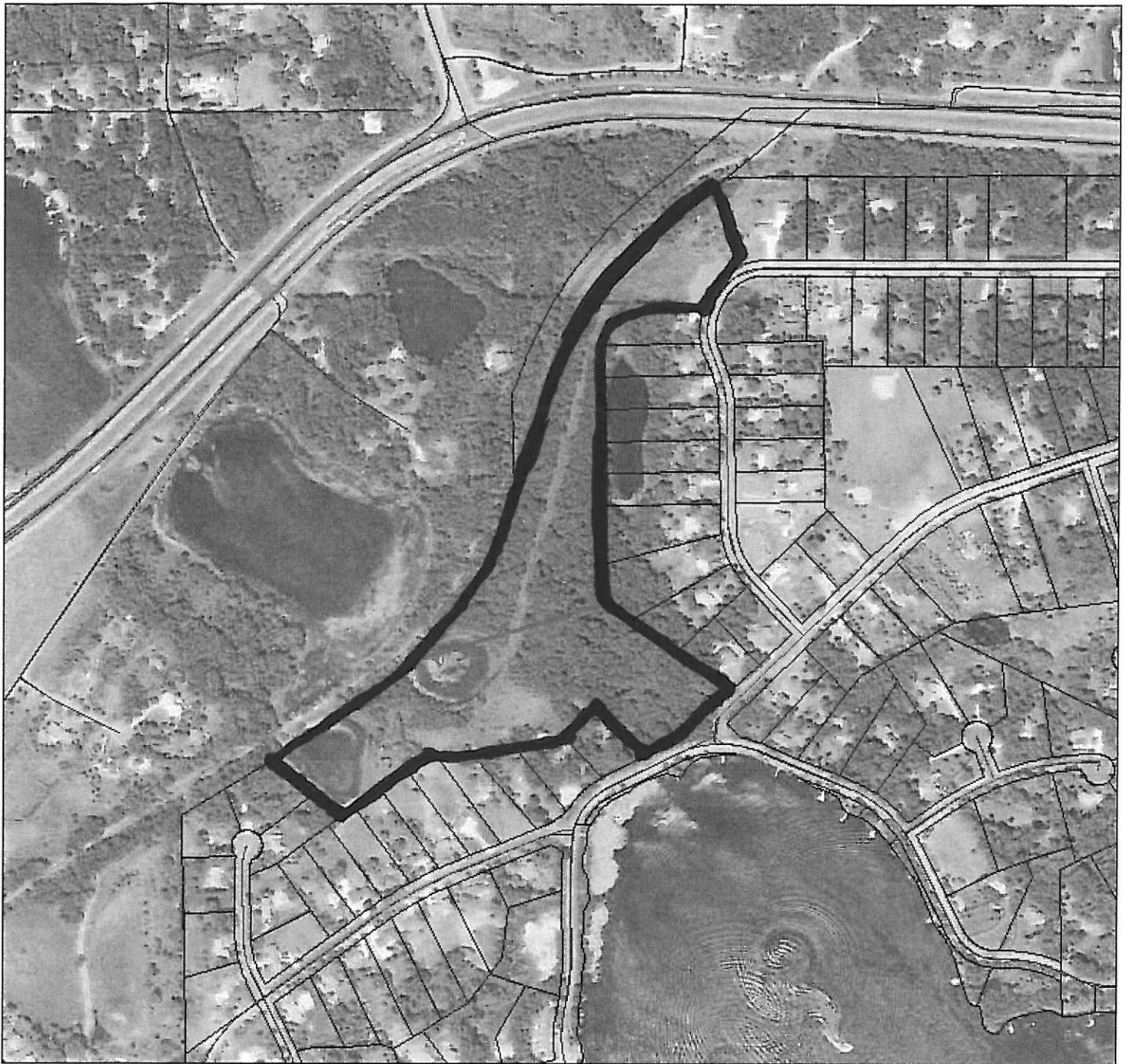
The Park Commission is being asked to receive and review information on the Ravine Restoration Project proposed by the Valley Branch Watershed District (VBWD). The grading project will take place entirely within the City-owned DeMontreville Wildlife Park to address erosion issues that occur largely due to the intermittent stream at the site and to prevent sediment from washing into Lake DeMontreville. A grading permit has been received and reviewed administratively as it is considered a public improvement project. The Assistant City Engineer has reviewed the proposed grading and found the project and resulting grades to be acceptable.

#### ADDITIONAL INFORMATION

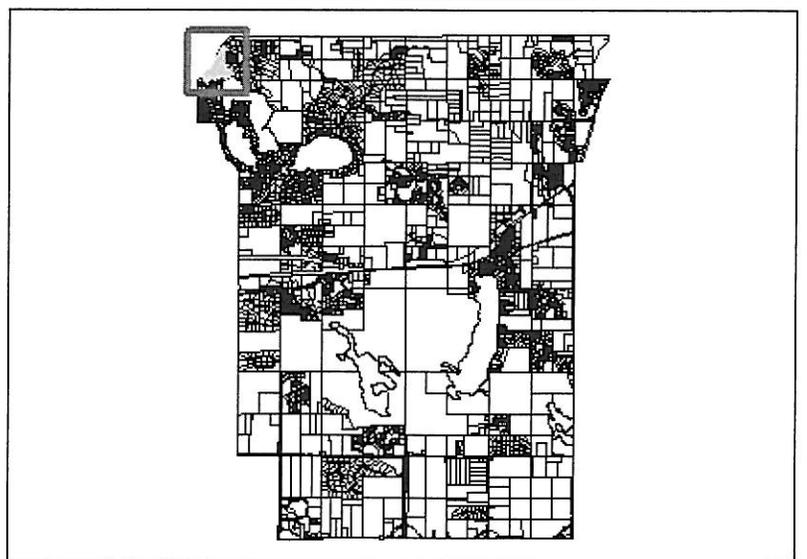
- The City Forester reviewed the construction documents and made a site visit to the project area with the applicant. Dr. Widin found the plans for tree removal, tree protection, and re-vegetation and tree replacement appropriate for the project and the ravine restoration may help to prevent more damage to root systems of existing trees and vegetation.
- Two of the three bridges crossing the intermittent stream will be removed for the restoration work. The bridges will be reinstalled by the City at appropriate locations after the work is complete.
- Currently there are no plans or specifications in the Park CIP to alter, expand, or relocate the existing dirt trails in the park. The VBWD has agreed to replace any damaged portions of the dirt trail with another dirt trail during the time of the project.
- This item will be addressed by the City Council on Tuesday, August 18<sup>th</sup>. The City Council will consider authorizing the Interim City Administrator to enter into a Project Agreement with the Valley Branch Watershed District for the project.

#### ATTACHMENTS:

1. Location Map
2. City Forester Report
3. Engineer Report



DeMontreville Wildlife Park



**Subject:** Demontreville Ravine Stablization Project

**From:** "K.D. Widin" <kdwidin@comcast.net>

**Date:** Fri, 07 Aug 2009 10:42:22 -0500

**To:** Kelli Matzek <kmatzek@lakeelmo.org>

Kelli -

I have reviewed the revised plans for the Demontreville Ravine Stabilization project and have the following observations and comments:

1. Tree Removal: The trees to be removed are similar to the removals depicted on the original plans and the inventory which I received from Peter Hinck (Barr Engin.) after our site inspection 6/2/09.

2. Tree Protection: Tree protection fencing and other features are depicted on the revised plans in the locations Peter and I discussed at the site inspection 6/2/09. Most of the construction work is taking place within the ravine, so there should be limited construction damage to trees above the bank. If anything, this work should stabilize the side banks and prevent more damage to the root systems and resulting tree failure from undermined root systems along the ravine corridor.

3. Re-Vegetation Plan: Trees, shrubs and ground-layer plants to be used for re-vegetation in this project are hardy, native species which are appropriate for the project site and function. Six trees (red oak, bicolor oak and red maple) are being added to replace some of the trees being removed for this project. Twenty-two trees (8 greater than 10 in. in trunk diameter) are being removed due to location within the construction area. One or two of the removals are due to risk factors requiring their removal. The depicted locations for re-planting of trees, shrubs and ground-layer plants are appropriate for the project work and the discussion during the site inspection.

If you have any questions regarding this inspection and report, please contact me.

Kathy Widin  
Forestry Consultant  
City of Lake Elmo



ITEM: Demontreville Trail – Discussion on Trail Options as part of the Washington County Reconstruction and Turnback Project

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Ryan Stempki, Assistant City Engineer  
Craig Dawson, Interim City Administrator  
Kyle Klatt, Planning Director

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SUMMARY AND ACTION REQUESTED: At the July 21, 2009 City Council meeting the City Council was presented with a high level summary of options, costs and impacts associated with adding a trail along Demontreville Trail. The City Council has asked the Parks Commission to comment on the Demontreville Trail options associated with the Washington County Reconstruction and Turnback Project. The Parks Commission will be presented with additional options to consider an updated costs associated with the trail construction.

This presentation is intended to solicit discussion and input from the Parks Commission to provide direction to staff for working with County on their reconstruction project.

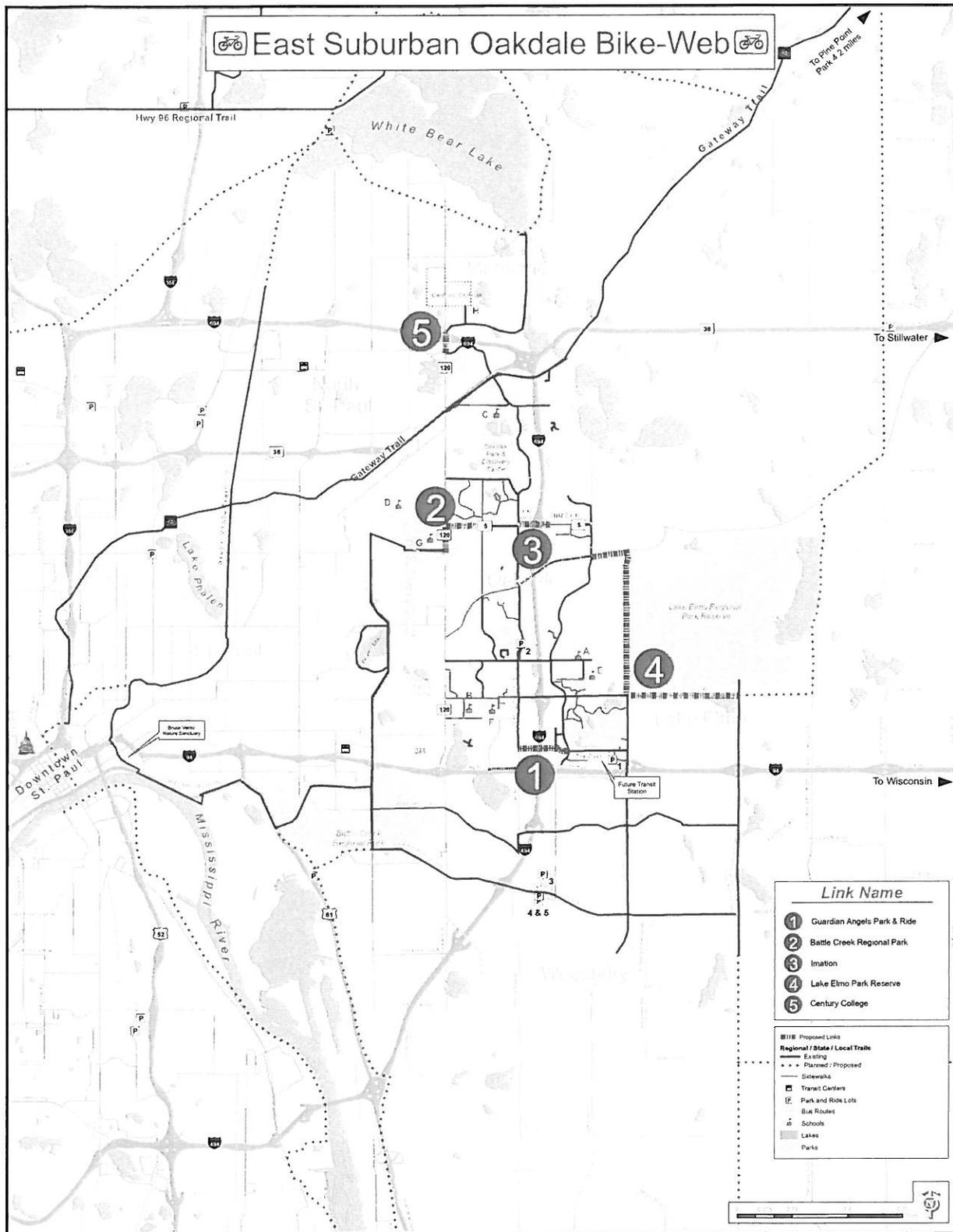
BACKGROUND INFORMATION:

Washington County currently owns and maintains Demontreville Trail, from 50<sup>th</sup> Street North to Trunk Highway 36. The County does not identify the road as “serving a County function” and has informed the City of their intention to turnback this roadway to the City of Lake Elmo. The County has indicated a tentative schedule to improve the roadway in 2010 using a full-depth reclaim with localized drainage improvements. At that time the road would be transferred to Lake Elmo authority.

Over the past year, staff has received several requests to add a trail along Demontreville Trail to improve safety along this roadway segment. To facilitate a trail, several issues and challenges must be addressed including a clear definition of the trail purpose and need, identification and acquisition of additional right-of-way, identification of physical property impacts and wetland impacts, and identification of available funding. At this time, the County has indicated that they will not provide additional funds for the trail addition.

ORDER OF BUSINESS

- Introduction
- Report by staff or other presenter Jack Griffin, City Engineer
- Questions from park commission members to the presenter Commissioner and commission members



Map #	Link Name	Investment	Length	Notes
1	Guardian Angels Park & Ride	\$2,357,295	55 miles	1 Trail Segment 1 Bike Bridge
2	Battle Creek Regional Park	\$3,470,236	98 miles	2 Trail Segments
3	Imation	\$1,881,675	37 miles	1 Bike Tunnel 1 Trail Segment
4	Lake Elmo Regional Park	\$11,126,822	4.24 miles	1 Bike Path under I-694
5	Century College	\$1,899,566	38 miles	2 Trail Segments
	<b>Total</b>	<b>\$20,735,605</b>	<b>5.96 miles</b>	<b>7 Trail Segments 2 Bike Bridges 1 Bike Tunnel 1 Bike path under I-694</b>

Map #	Schools	# of Students
A	Eagle Point Elementary	417
B	Oakdale Elementary	502
C	Castle Elementary	490
D	Maplewood Middle School	827
E	Skyview Middle School	577
F	Tartan High School	1823
G	Hill Murray High School	975
H	Century College	12,000
	<b>Total Students</b>	<b>17,611</b>

Map #	Park & Ride Name	City	# of Stalls
1	Guardian Angels	Oakdale	450
2	Richard Walton Park	Oakdale	58
3	Woodbury Theater	Woodbury	550
4	Woodbury Lutheran Church	Woodbury	90
5	Christ Episcopal	Woodbury	50
	<b>Total Park &amp; Ride Stalls</b>		<b>1,198</b>

Park Commission  
Date: 8-17-09  
Item: 5

ITEM: Consideration of proposals to construct picnic shelters at Carriage Station Park and Demontreville Park.

SUBMITTED BY: Carol Kriegler, Project Assistant

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### **BACKGROUND INFORMATION**

Quotations for the construction of picnic shelters at Carriage Station and Demontreville Parks will be available for review and consideration. Quotations were requested from 4 contractors with quotations requested for construction of each of the two shelters separately, and together – built concurrently.

As a means of a “refresh” and in preparation for review and consideration of the quotes, a summary of events and progress-to-date on the project will be made. Lowes has donated approximately \$11,000 in materials and supplies for the construction of the Demontreville shelter. Contractors have been made aware of these available materials. It is expected that the quotations will reflect the availability of those materials. The Lake Elmo Jaycees have pledged \$4,000 towards the Carriage Station shelter.

Estimates for the construction of similar picnic shelters from “kits” will be available for cost comparison purposes.

Action requested:

Motion in support of moving forward with the construction of picnic shelters for Demontreville and Carriage Station Parks.

## **LOWES PARTNERSHIP PROGRAM OVERVIEW**

A grant program providing in-kind grants of **MATERIALS AND SUPPLIES** for a park improvement project.

## **PICNIC SHELTER OVERVIEW**

### **PURPOSE OF SHELTER:**

To provide shelter from the sun and other elements while picnicking, or sitting.

### **SHELTER PROGRAM**

Outdoor space with overhead protection from the elements.

### **SHELTER COMPONENTS**

Concrete floor

Roof supports

Roof

(Does **not** include electrical, water, kitchen, restrooms, etc)

### **THE PROCESS**

Refine the program and proceed to schematic design phase –

Provides for the opportunity for the shelter to be custom designed and take on the character and architectural elements of the community.

Provides for the opportunity to establish a theme of form and materials that will have future applications to park structures and amenities such as information kiosks, park entrance signs, picnic tables, etc.

**Or**

Select a shelter design from a park amenity catalogue or other source. (Lowes donation would then not be used for a picnic shelter project)

## **TIMELINE OF SHELTER RELATED EVENTS**

March '08 – Commission passes motion in support of using Lowes donation for picnic shelter project. Commission expresses that they are most interested in a shelter located at Lions Park or Old Village area.

April '08 - Lowes makes verbal commitment for materials and supplies in \$7,000-\$10,000 range for shelter construction

May '08 – Carriage Station resident appears before Commission asking that a picnic shelter for Carriage Station be considered in park improvement planning. She reports that they have secured \$4,000 from Jaycees for Carriage Station picnic shelter.

June '08 – Park Commission as requested to authorize Design Forum to prepare conceptual schematic designs for park shelters so that scope of the project is established in an attempt to secure the Lowes grant. Commission changes shelter location to Carriage Station Park and recommends hiring Design Forum for the design services. City Council authorizes design Forum to design shelters.

June 26 – Carriage Station Park neighborhood picnic shelter meeting is held.

June 30 – Design Forum develops schematic design in an attempt to define scope of the project.

July'08 - A couple of commission members that missed June meeting express their concern and dissatisfaction with the shelter project being changed to Carriage Station. They express that they have concerns about the project being done in Carriage Station Park due to the number of improvements that have taken place in that park and express that they want to see improvements more balanced throughout the city. Motion passed limiting the Carriage Station shelter project cost to not exceed the Lowes gift and the Jaycees donation.

August '08 – Confirmation received that Lowes donation is of **materials and supplies** in the value of about \$11,000.

August '08 - Kriegler provides Commission with information related to establishing an appropriate budget for a shelter project. Essential budget items such as site preparation, concrete slab / footings, materials and supplies, time & labor, etc.

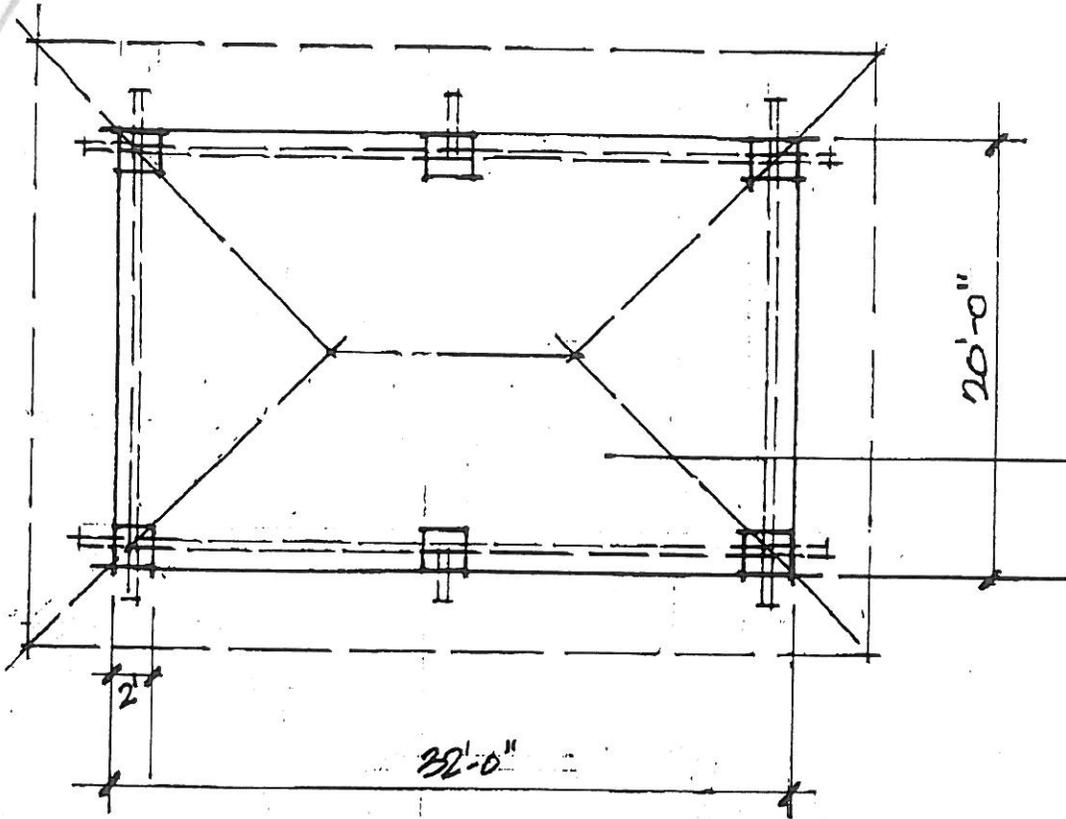
Specifically, I expressed that \$4,000 would not be an adequate budget for the placement of a concrete slab and time/labor to erect a picnic shelter.

Commission decides to build two picnic shelters – One, a scaled down version for Carriage Station, and a larger one at Demontreville.

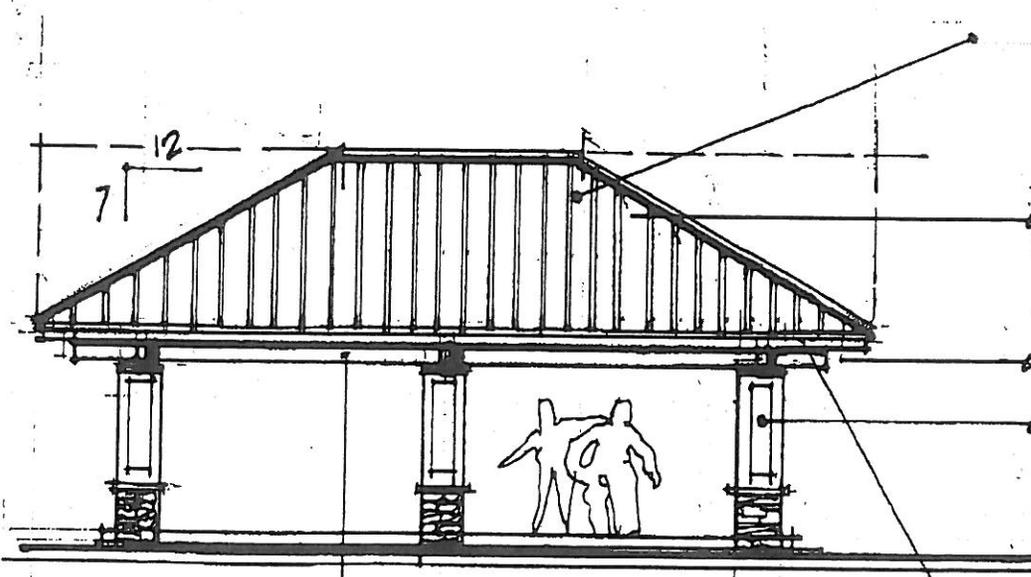
September '08 – Jerry Mazerra of Design Forum presents shelter designs. Staff directed to request proposals to have two shelters built.

September 18 – Demontreville Park neighborhood picnic shelter meeting is held.

October '08 – It's determined that the shelter must have an architectural stamp and be approved by structural engineers (as any publicly used structure). Contractors indicate an unwillingness to design / build due to liability issues. Design Forum to hire to complete detailed drawings and specifications to meet state law and obtain competitive bids.



- OPTIONS:
- FLOOR:
    - STAINED CON.C.
    - STAINED CON.C.
    - BRICK PAVERS



- ROOF PERIM:
  - HIP
  - CABLE ENDS
- ROOF: OPTIONS
- FOUR ASPHALT SHINGLES
  - EXTRA METAL ROOF
  - STANDING SEAM METAL ROOF
- COLUMNS: SUPPORT = OPTIONS
- STONE OR DECORATIVE CON.C. BLOCK - PARTIAL HEIGHT OR FULL
  - PRECAST FLURBEARS

RIM BEAM WITH DECORATIVE BEAM OUTRIGGERS

PARCIA-MATLS. & COLUMNS  
COMPOSITE: CO. FIBER OR MATLS - MIRATEC

• LAKE ELMO •

• PARK SHELTER • CONCEPT MATERIALS

ITEM: Discussion on Sunfish Lake Park Area 2 concept plan development.

REQUESTED BY: Carol Kriegler, Project Assistant

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**SUMMARY AND ACTION REQUESTED:**

The recently approved Sunfish Lake Park Conservation Easement to the Minnesota Land Trust states that Area 2 of the park, a 20 acre portion, may have limited development for education, outdoor recreation and nature observation purposes, in accordance with a city approved park concept plan. This city is to provide the Land Trust with a concept plan by late 2009.

In an effort to make progress in the development of the concept plan, interested commission members were invited to a small working group session in late May. Judith Blackford, Rolf Larson and park commission applicant Marty Dobbs attended the meeting. The group made a site visit that afternoon and developed an outline that has since been used as a resource for the creation of a concept site plan and associated narrative. The outline has since been revised based on conversations at the July meeting. Several members made a site visit to the park on August 10.

The Commission is being asked to review the site plan and associated narrative, discuss and revise them as is considered appropriate.

## **DRAFT - 8/13/09**

### **Sunfish Lake Park Area 2 Concept Plan**

#### **Prairie / Oak Savanna Restoration Area**

Most of area 2 is slated for restoration to prairie and oak savanna. Care will be taken to research the area's likely pre-settlement plant community with the goal of restoring the site to replicate the original genetics as closely as possible. A seed mix will be used that is comprised of the species that are believed to be native to the site. The seed will originate from the same ecoregion or in counties that adjoin this ecoregion. The installation of the restoration project and subsequent management will be based on sound and well-found ecological principles. Efforts will initially be made to restore the area to prairie with the possibility of creating areas of savanna.

#### **Native Planting / Interpretive Area**

The long drive into the park will be planted with plants native to the site, but in a more structured or "clustered" fashion. The goals of this somewhat more formal planting arrangement is 1) to create a defined and "showy" entrance to the park and 2) to provide effective interpretation of the various plant types.

#### **Parking Area**

The parking area will include structures and amenities that will assist in the effective management of the parking area and entire park. For example, rain gardens will be installed to filter run-off from the parking area and improve water quality. An information kiosk with regulatory, directional and interpretive information will be located in the area with the goal of enhancing park visitor's experience and promoting conservation. The parking area will be defined through the placement of stones or other natural materials in an effort to prohibit unauthorized vehicles from entering other areas of the park. The number and configuration of parking spots will be guided by the need for school bus and trailer horse access.

All structures and amenities will be rustic in nature and constructed / fabricated with materials, textures and colors that will effectively blend with the natural surroundings. The parking area should be as natural as possible.

#### **Interpretive Center / Picnic / Short Turf – Open Play Area**

##### Interpretive Center

Approximately 1.5 acres in the northeast corner of area 2 is identified as space in which a modest interpretive center might be placed. The goal of the center would be to provide a facility that would promote awareness, appreciation and conservation of the park's natural resources through interpretation, educational programs, activities and events. The facility might include a small indoor multi-purpose area that would be used as a gathering space or warming area in inclement or cold weather and restrooms and/or an adjacent outdoor gathering space with some overhead protection from the elements. The outdoor areas adjacent to the center would be utilized for interpretation and interactive learning

opportunities. Placement of the center within the identified 1.5 acre parcel would be based on the desire for the facility to “hug” the land in a complimentary and unobtrusive fashion. The placement and design of the center should be guided by the desire for visitors to effectively observe and experience the diversity of the natural outdoor surroundings while within and just outside the facility. The structure should be rustic in nature and constructed / fabricated with materials, textures and colors that will effectively blend with the natural surroundings. The design and construction of the center should be based on sound environmental and conservation principles with the possible use of geothermal, solar, and wind for energy. The design should also reflect the city’s heritage and rural character.

#### Picnic / Short Turf – Open Play Area

These approximate 1.5 acres in the northeast corner of area 2 are also identified as space where-in an area of short turf might be established and maintained for the purpose of providing an area for family and small group picnics and informal play. The area would lend itself to casual play such as bocce ball, “catch”, tag, Frisbee, drama, badminton, kick-ball, etc. None of these play activities would be supported by the permanent placement of, or installation of equipment.

A play area specifically for children might be designed and developed that would encourage creative and active play. The play area would consist of natural materials and might include the planting / placement of native plants in a fashion that encourages creative play and movement.

Placement of this open space should be guided by the desire for the area to be accessible and safe, but not visually dominant. A small number of picnic tables might be scattered within the area along with a grill.

#### **ADA Compliant hard surface trail**

A segment of ADA compliant hard surface trail is desired with the goal of providing a high quality interpretive experience with as much diversity as possible.

#### **Soft-surfaced Trail**

A soft-surfaced mowed trail might be established throughout the perimeter of area 2 with a couple of cross-over trails designed to offer a variety of loop trail distances. Trail placement should be done with the goal of providing an effective fire break and catching as much diversity as possible while offering gentle curves for interest. Interpretive signage might be developed as a means of offering a high quality self-guided interpretive experience.

Park Commission  
Date: 8-17-09  
Item: 7

ITEM: Update on the Minnesota DNR Metro Greenway Grant for Sunfish Lake Park  
SUBMITTED BY: Carol Kriegler, Project Assistant

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### **BACKGROUND INFORMATION**

A grant application for a prairie restoration in area 2 of Sunfish Lake Park was made to the DNR's Metro Greenways Grant Program. Unofficial word has been received that the project is being recommended for funding and we should receive official notification of the award in the very near future. The city has been encouraged to begin planning for the implementation of the project now. Project related costs are likely going to be retroactive to August 1 of this year.

Staff will outline a suggested task list and activities related to implementing the project this fall.

Action requested:

Motion in support of requesting requests for proposals from prairie restoration firms for desired services.