

*Our Mission is to Provide Quality Public
Services in a Fiscally Responsible Manner
While Preserving the City's Open Space
Character*



NOTICE OF MEETING

**City of Lake Elmo Park Commission
3800 Laverne Avenue North
December 18, 2017 6:30 PM**

AGENDA

1. Call to Order
2. Approve Agenda
3. Approve Minutes
 - a) November 21, 2017
4. Mountain Biking Trails within Sunfish Park
5. 2018 Work Plan
6. January 2018 Meeting Agenda
7. Staff Reports & Commission Update
 - Central Greenway update
8. Adjourn

****Note: Every effort will be made to accommodate person or persons that need special considerations to attend this meeting due to a health condition or disability. Please contact the Lake Elmo City Clerk if you are in need of special accommodations.*



STAFF REPORT

DATE: December 18, 2017

REGULAR

ITEM #: 4

MOTION

TO: Parks Commission
FROM: Ben Prchal, City Planner
AGENDA ITEM: Mountain Biking – Sunfish Lake Park
REVIEWED BY: Emily Becker, Planning Director

BACKGROUND:

At the prior parks commission meeting (11.20.17) staff was directed to reach out to Tim Wegner, owner of Trail Source for more information relating to mountain bike trail development. Tim said he would be willing to come in and speak to the commission in order to provide more detail on the map development and costs associated with such work.

ISSUE BEFORE THE COMMISSION:

How would the Parks Commission like to proceed with developing a plan for mountain biking throughout the Lake Elmo Parks?

FISCAL IMPACT:

Cost of preliminary trail mapping and cost of trail construction and maintenance have not yet been determined.

OPTIONS:

- 1) Proceed and continue to work with Trail Source
- 2) Reach out to other trail developers for bids
- 3) Do not move forward with trail development

RECOMMENDATION:

Staff recommends working with Trail Source on the preliminary development of mountain biking trails.

ATTACHMENTS:

- None



PARKS COMMISSION COMMUNICATION

DATE: December 18, 2017

REGULAR

ITEM #: 5

MOTION

AGENDA ITEM: 2018 Parks Commission Strategic Plan of Work

SUBMITTED BY: Ben Prchal, City Planner

REVIEWED BY: Emily Becker, Planning Director
Rob Weldon, Public Works Director

BACKGROUND:

As discussed at the October 2017 Parks Commission meeting, the Parks Commission is required to develop a work plan each year which includes a list of projects, points of interaction on projects, programs, and goals for the year. This is to be created by/in January of each year and will be discussed during the yearly joint meeting between the Parks Commission and Council.

ISSUE BEFORE COMMISSION:

The Parks Commission is respectfully requested to review the attached, Draft 2018 Parks Commission Strategic Plan of Work. Staff would like to know if there are other priorities which the commission would like to focus its attention on.

OPTIONS:

- Motion to approve the work plan as it has been presented.
- Motion to recommend the Parks Commission 2018 work plan to Council as amended and allow staff to edit for consistency with adopted 2018-2022 CIP.
- Motion not to approve the presented 2018 work plan.

ATTACHMENTS:

- Edited Draft 2018 Strategic Plan of Work



2018 Parks Commission Strategic Plan of Work

The City of Lake Elmo Park Commission has affirmed their overall goals to be:

- 1) Ensure that our parks and trail system are constructed / maintained.
- 2) Provide recreational amenities that will attract more taxpayer use of public lands.
- 3) Create a safe environment in all our parks.
- 4) Serve as a review body to make sure the “open space” character development is preserved in new developments.

With the broader priorities defined, the 2018 Park Commission Strategic Plan of Work has been broken down into six segments: Planning & Policy; Park Development & Equipping; Maintenance & Refurbishing; Nature & Conservation; Park Awareness; and Finance.

Status and Timeline (projected months in which project will be brought to Parks Commission meeting) are also indicated in order to better manage goals and objectives.

Planning and Policy			
Assess future park needs.			
Project	Specific Tasks	Status	Timeline
Work with the County on updating the Central Greenway Trail Master Plan.	<ul style="list-style-type: none"> • Recommend alternative routes for regional trail, as CSAH 17 in downtown Lake Elmo may no longer be best route, and County now has jurisdiction over Co. Hwy. 5. 	SRF was selected to develop the Master Plan John Mayek – was chosen to represent the Lake Elmo	County has yet to determine hard dates – expected to start in December
Update City Trail Plan	<ul style="list-style-type: none"> • Work with staff on outlining missing trail connections in order to create a plan that can effectively communicate to developers planned trails within the City. • Part of Comp Plan 2040 update. 	In Progress	Dependent on consultant timeline
Work on the Parks and Open Space component of the 2040 Comprehensive Plan update.	<ul style="list-style-type: none"> • Work with staff and consultant to gain public input on Parks and Open Space component of Comprehensive Plan. • Consider recommendations from Staff and consultant based on community input sessions. • Make recommendation to Council on specific changes needed to Comprehensive Plan. 	In Progress per the CPAP meeting on September 27 th	Dependent on consultant timeline
Mountain Biking Within Parks	<ul style="list-style-type: none"> • The process of contacting a 3rd party to perform an assessment on Lake Elmo’s 	Communicating with 3 rd party for parks assessment	Ongoing

	parks for Mtn biking/biking – Oct 18, 2017		
Development Review	<ul style="list-style-type: none"> Continue to make recommendations on development applications with a focus on proper equipping of parks and available park funding. 	Ongoing	Ongoing
Adopt a park program.	<ul style="list-style-type: none"> Establish maintenance standards to follow when a park adoption takes place 	In progress	Ongoing

Development & Equipping

Begin work on approved projects (those in the Capital Improvement Plan or have received a form of funding approval).

Project	Specific Tasks	Status	Timeline
Demontreville Park	Requesting \$75,000 to grade existing field and add new back stop	Draft 2018-2022 CIP	2018
Lions Park Renovation	<ul style="list-style-type: none"> Bids were received – Rachel Construction was the awarded bidder (8.1.17) Phase 2 – add pavilion and tables but only if donated 	Active, Draft 2018-2022 CIP	To be completed 2018 Phase 2 – 2018-2022 plan
Reid Park	<ul style="list-style-type: none"> \$50,000 for mountain bike trails (grant or in-kind donation) and \$25,000 widening of trails (Phase 1) \$34,250 for adding multiple amenities- tot lot, outdoor gym, bleachers (phase 2) 	Draft 2018-2022 CIP	Planned for 2018
Tablyn Park	<ul style="list-style-type: none"> Address lighting and parking issues - \$55,000 (Phase 1) 	Draft 2018-2022 CIP	Phase 1 – 2018

Maintenance & Refurbishing

Maintain and upgrading park facilities in a manner that increases park use for a relevant experience.

New soccer and tennis nets, add benches and garbage cans.	<ul style="list-style-type: none"> Public works to carry out maintenance. 	Recommended by Public Works	July
Move play equipment at Ridge Park to higher area that does not have standing water.	<ul style="list-style-type: none"> Public works to carry out maintenance. 	Recommended by Public Works	July
Pickleball	<ul style="list-style-type: none"> Refurbish current tennis courts to accommodate pickleball 	In Progress as of 10.16.17	Unknown

Nature & Conservation

Mission Statement: To promote the open space character and commitment to the environment via nature observation amenities and targeted conservation programs.

Project	Specific Tasks	Status	Timeline
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Sunfish Lake Forest Management Plan	<ul style="list-style-type: none"> • Break down plan in to measurable goals Phase 1 north and Phase 2 south • Implement plan. 	In motion as of 10.16.17	2018
Sally Manzara Nature Center	<ul style="list-style-type: none"> • Provide support as detailed in the agreement. 	In Progress	On going

Park Awareness

Mission Statement: To promote the utilization of City Parks.

Project	Specific Tasks	Status	Timeline
Create a park awareness plan.	<ul style="list-style-type: none"> • Special events, publications, website update, e-blasts • Public input sessions for Comprehensive Plan updates and adding new uses into the current parks 	As needed	As needed

Finance

Mission Statement: To effectively spend parkland dedication funds to meet the objectives of each year's Strategic Plan of Work while maintaining a minimum fund balance of \$100,000.

Project	Specific Tasks	Status	Timeline
Update Capital Improvement Plan if needed to accomplish goals outlined herein.	<ul style="list-style-type: none"> • Reassess funding priorities as needed. 	As needed	May/June 2018

DRAFT