

*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
January 17, 2018 6:30 PM**

AGENDA

1. Call to Order
2. Approve Agenda
3. Approve Minutes
 - a) November 21, 2017
 - b) December 18, 2017
4. Select a Chair and Vice Chair for the Parks Commission
5. Information on 2018 Parks Budget
6. Review Reid Park Mountain Bike Proposal from SASCA
7. Begin Work on Demontreville Park and Tablyn Park
8. February 2018 Meeting Agenda
 - a) Adopt a Park – Adoption Standards
9. Staff Reports & Commission Update
 - a) Update on Central Greenway
 - i. City staff met with Washington County staff on Dec 20th to discuss stakeholders and potential committee members. Waiting for further updates
 - b) Trail Source
 - i. Has begun to design trails for Reid and Sunfish Lake Park
10. 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.*

MINUTES

City of Lake Elmo Parks Commission November 20, 2017

Members Present: Chair Frick, Commissioners Ames, Mayek, Nelson, Nuenfeldt, Olinger, Zeno

Members Absent: Pearce

Staff Present: Public Works Director Weldon, Planning Director Becker, City Planner Prchal

The meeting was called to order by Chair Frick at 6:30 PM.

Approval of Agenda

Motion by Frick to move the 2018 Work Plan to the December agenda and approve the agenda as amended, seconded by Ames. Motion passed.

Approval of Minutes

Frick requested two changes to the meeting minutes. The first was to remove Ames from members present and the second was that the meeting was called to order by Chair Frick.

Motion by Frick, seconded by Olinger to approve the minutes as amended. Motion passed.

Wyndham Village Sketch Plan

Becker presented that the City has received a sketch plan for a new proposed subdivision that would be located to the southwest of the Northport subdivision (reviewed as Village Park Preserve). They are proposing 13 lots in the subdivision on a 3.5 acre parcel. Staff is looking for the Parks Commission recommendation to approve the subdivision with no parkland, since they are not proposing any. They would be responsible for paying for a parkland dedication fee in lieu of not dedicating any land. The fee will be 10 percent of the appraised value of the land, which we do not know yet. The proximity to Reid Park, makes this a good option.

Ames asked if the subdivision will have trails or sidewalks that connect to the park in Easton Village or Reid Park.

Wyndham Village is not proposing a trail or sidewalk. North Port, the development to the North was required to have a trail connection to the new section of Reid Park.

Discussion about a possible trail connection to the south for the development. Discussion about safe access to the existing trail along the south side of 30th Street. Weldon explained that they prefer to see pedestrian crossings at controlled intersections due to better visibility and not mid-block. Frick also pointed out that where the cul-de-sac is proposed it is a hill and would create a safety hazard regarding visibility.

Ames made a motion to approve the subdivision as proposed. Frick seconded the motion. Motion passed.

Legacy at North Star Preliminary Plat and PUD

Becker presented that this development was formerly called Gonyea West when it was first reviewed. Becker wanted to provide an update on the changes to the plan. She explained there was a Tot Lot shown in the north and a proposed park in the middle of the development. The Parks Commission suggested that the park not be a public park and that trails would connect to Hamlet on Sunfish Lake development at the previous review. The Tot Lot has been moved to the south of the development and is now a HOA park. Additionally, the proposed parkland has been moved from the center of the development to the edge. Staff stated that there is a wetland on the proposed parkland and they would not receive credit for that area and staff would recommend a fence around the wetland for safety. Becker also stated that we could require an out lot to be created for a future trail connection if the park is not public since the trail connection is located within the proposed park.

Discussion around trails and connectivity to Hamlet on Sunfish Lake, parkland dedication fees and land, and the density of the proposed development. Typically, a trail is paid out of Park dedication fees, however, this is a PUD and there is the possibility of a trail or a park being a requirement for the density in the PUD.

Frick made a motion to recommend the public park on the southwest corner of the site be dedicated to the City and that the developer not receive credit for the value of this land to satisfy the remaining 3.383 acre requirement of parkland dedication and pay fees in lieu of park land dedication for the value of these remaining acres. Ames seconded the motion. Motion passed.

Washington County Landfill Land Use

Becker presented that The Washington County Landfill is subject to the statute that requires the MPCA to develop a land use plan and the City of Lake Elmo land use plan must be consistent. This would be showing on a land use plan that a portion is not usable by people. Staff is suggesting that a lot line adjustment is done to include only the Landfill Management area or the existing fenced area. Becker did forward the proposed lot line adjustment to MPCA and they confirmed that as long as it follows the existing area that people cannot currently access, they are in support. A survey has been completed and would need to be recorded with Washington County.

Ames made a motion to approve of the re-guiding within the Comprehensive Plan Land Use Plan and the rezoning of the area only within the fence to Closed Landfill Restricted in order to adhere to State Statute requirements and that this have no impact on Sunfish Lake Park. The motion was seconded by Mayek.

Mountain Biking in Lake Elmo Parks – Update and responses from 3rd parties

Prchal reached out to the trails committee for MORK and Tim from Trail Source. They both agreed after reviewing our parks, that Sunfish Lake Park would be the best to pursue for mountain biking, due to size and topography. Mountain bikers typically like about 1.5 to 2 hour rides, for 7-10 miles. He used the example of Lebanon Hills, in Eagan, which has 12 miles of trails and on 120 acres. Sunfish Lake Park has double that acreage.

Frick pointed out that Sunfish Lake Park was established as a wildlife park. That many of the current users of the park appreciate that character of the park and by establishing a number of new trails within the park; it will disrupt the existing wildlife and character of the park.

Rolf Larson expressed concern over the type of mountain bikers that may use the trails, taking the park away from the current recreational park. Mountain biking can be recreational or competitive.

Mayek mentioned the growth of mountain biking as a sport. He also suggested that making changes and improvements to the trails will help all of the trail users. He stated he uses the trails in the winter for skiing and talked about how hikers make skiing more difficult by tracking through the ski trails. He did mention he has noticed erosion, especially where people are biking on steep hills.

Nuenfeldt said that she rides horses and has cut down on her use of Sunfish Lake Park due to the increased amount of mountain bikers and dogs running loose. She also mentioned that she is a MN Land Trust land monitor. When she is out at Sunfish Lake Park she takes note of things such as erosion and reports those.

Additional discussion on erosion and impacts on wildlife of existing and additional trails.

Frick made a motion to start working with Trail Source to identify the location of the potential new trails. Nelson seconded the motion. Motion passed.

Multi Use Trails in Sunfish Lake Park – Winter Use

Discussion about possible signage, ways to share the trails, and types of trail grooming. Frick and Mayek agreed that separate location for skiers and walkers did not make preferred.

Weldon mentioned that there are a lot of signs up in Sunfish Lake Park right now and adding more may not make sense. He suggested that there already may be over saturation of signage.

No motion was made, determined it was more of a maintenance item

2018 Work Plan

Prchal explained what items are on the 2018 Work Plan.

Frick asked if the 2018-2022 Capital Improvement Plan has been approved by Council. Weldon explained that it has not been approved by Council yet, but has been through Planning Commission and the Finance Committee. Therefore, any changes to 2018 would be limited but we could bring the changes forward and make changes to 2019 and beyond.

Frick asked if they could review the items a second time at the December meeting.

December Meeting

2018 Work plan

Staff Reports and Commission Update

No staff reports

Meeting adjourned at 8:20 p.m.

**Respectfully Submitted,
Tanya Nuss**

MINUTES

City of Lake Elmo Parks Commission December, 2017

Members Present: Chair Frick, Commissioners Ames, Mayek, Nelson, Nuenfeldt, Olinger, Pearce, Steele, and Zeno

Members Absent: None

Staff Present: Public Works Director Weldon, City Planner Prchal

The meeting was called to order by Chair Frick at 6:30 PM.

Approval of Agenda

Frick stated the approval of minutes would need to be moved to the January meeting since they were not included in the packet. Motion by Ames to approve the agenda as amended, seconded by Steele. Motion passed.

Public Input

Barry Weeks, 3647 Lake Elmo Ave N., wanted to give an update on the improvements to Lion's Park. Grading, sod, irrigation, fences, concrete, lights and the house was removed have all gone in this year. Weeks said it looks nice and wanted to thank the Parks Commission for approvals. He said that the concrete has been poured for the dugouts and they will be completed in the spring. Weeks reported that there has been a number of volunteers and donations, including the concrete that was donated by Cemstone. Weeks mentioned that the Twins baseball team offers up to \$10,000 grant money for ballfields. There are seven signs for the outfield that have been paid for; a total of thirty-five could be installed.

Mountain Biking Trail in Sunfish Lake Park

Tim Wagner, owner of Trail Source discussed his company and the design process they follow. He explained they design contour trails, they are not in a straight line, this cuts down on erosion and maintenance, and people enjoy using them. They make the trails about 3-4 ft. wide and try work around, not eliminate trees. They add wood features for walking trails. They design most of the trails in the winter.

Ames asked about experience with hiking, skiing, and multi-use trails, not just mountain biking. Ames and Frick both would like to see biking and hiking trails separated for safety.

Wagner explained most of the trails they construct are multi-use trails. He stated they would minimize the number of intersections between mountain bike trails and hiking trails.

Ames made a motion to authorize the expenditure of \$1500 to develop a line drawing of mountain bike paths at both Sunfish Lake Park and at Reid Park for us to use for future decision-making. Frick seconded the motion. Motion passed.

2018 Work Plan

During the discussion of the 2018 Work Plan by the Parks Commission it was established that they would like to add the following changes to the 2018 Work Plan:

In the Planning and Policy section: Review master City Trail plan, assess Lake Elmo parks for biking/mountain biking, review a 5 year CIP, add the timeline for Park Master Plan including receive updates on drafted plan, revisit and update the Park Use Plan, look for grant opportunities that aide in the development of parks within the city.

In the Development & Equipping section: Search for grant opportunities such as Fields for Kids for Demontreville Park, add widening of trails to Reid Park.

In the Maintenance & Refurbishing section: Provide a parks needs assessment completed by Public Works staff members.

In the Finance section: Provide quarterly information on funds that are spent and received.

Frick made the motion to accept the 2018 Work Plan with the changes that were discussed. The motion was seconded by Ames. Motion passed.

Staff Reports and Commission Update

None given

Meeting adjourned at 9:20 p.m.

**Respectfully Submitted,
Tanya Nuss**



STAFF REPORT

DATE: January 17, 2018
REGULAR 5

AGENDA ITEM: Park Dedication Budget for 2018
TO: Parks Commission
SUBMITTED BY: Ben Prchal, City Planner
REVIEWED BY: Emily Becker, Planning Director

BACKGROUND:

The Planning and Financial department have been working together to prepare an outline which will show the funds which are expected to be received in 2018, as well as projected expenses.

PROPOSAL DETAILS/ANALYSIS:

The work plan for the parks department includes 22 separate projects/goals to achieve in 2018, the cost of these projects is slightly dependent upon the Public Works budget, but funds have also been reserved for Capital Improvements. Projects can range from updating/refurbishing, policy creation, and research related tasks to provide information for decision making.

As a reminder the Minnesota statute only allows park dedication funds to be expended for certain activities, the allowed spending are stated below.

- Cash payments received must be used only for the acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands, or open space based on the approved park systems plan. Cash payments must not be used for ongoing operation or maintenance of parks, recreational facilities, playgrounds, trails, wetlands, or open space. 462.358 Subd. 2b. Dedication (g)

As of October 12, 2017 the Finance committee also further restricted funds from being spent on vehicles or fleet.

FISCAL IMPACT FOR 2018:

Park capital improvement costs have been outlined below, further detail is explained in the full CIP.

Park Maintenance and Refurbishing	Cost set in Public Works Budget
Demontraville Park	\$75,000 – New field, Grading, and new Back Stop
Reid Park	\$25,000 – Widening of Trails/Other Amenities
Tablyn Park	\$55,000 – <u>Improvements on Lighting and Parking</u>
TOTAL 2018 IMPROVEMENT COST	\$155,000

ATTACHMENT:

- Park Dedication Fund Balance

CITY OF LAKE ELMO
Park Dedication Fund Balance
As of 12-31-17

Fund Balance as of 12/31/16: **\$ 980,041.10**

2017 Revenues:

LE Associates	\$ 5,220.00
Southwind	70,000.00
Lakewood 2nd	17,190.00
Royal Golf	153,373.00
	-

2017 Total Revenues: **\$ 245,783.00**

2017 Expenditures:

Professional Services - Lions Park	\$ 431,569.99	
Improvements other than bldgs. - Savona Park	88,005.36	
Improvements other than bldgs. - Lions Park	940.00	
Improvements other than bldgs. - Easton Village Park	17,957.00	
Vehicles - F-150, Plow and warning lights	40,073.93	
Savona	24,800.00	Estimated figure
Easton Village	3,475.00	Estimated figure
	-	

2017 Total Expenditures: **\$ 606,821.28**

Revenues Over/(Under) Expenditures as of 12/31/17: **(361,038.28)**

Fund Balance Estimate as of 12/31/17: **\$ 619,002.82**



STAFF REPORT

DATE: January 17, 2018

REGULAR

ITEM #: 6

MOTION

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

BACKGROUND:

The Stillwater Area Scholastic Cycling Advocates also known as SASCA had contacted the City to discuss the possibility of building mountain biking trails within Reid Park. The organization has submitted their proposal which also contains some preliminary maps as well. The idea to construct the trails was on the 2017 CIP and is also on the 2018 CIP for the park. The City has not set aside funding for the development, money will only be provided if it is donated or obtained through a grant. SACA does indicate in their proposal that they will provide the majority of labor and tools. However, they may ask for a small amount of funding as well as some assistance from Public Works. Also Trail Source has decided to donate time and work with SASCA to further go over trail design within Reid.

As part of a separate investment for the park. Money has been set aside to improve and widen the current walking trails in the amount is \$25,000, which is not necessarily associated with the development of mountain bike trails.

ISSUE BEFORE THE COMMISSION:

Review of the submitted SASCA trail development proposal for Reid Park. Does the Commission find issue with the proposal?

There are some questions which staff thinks should be answered before construction.

- Preparation of expected costs to the City
- Further expectation of Public Works assistance

FISCAL IMPACT:

The cost is unknown at this time, the dollar amount which SASCA would like to request was unspecified.

OPTIONS:

- 1) Proceed and allow SASCA to begin finalizing details.
- 2) Review and amend their proposal
- 3) Do not move forward with trail development

RECOMMENDATION:

Staff recommends proceeding forward after review of SASCA proposal.

ATTACHMENTS:

- SASCA Proposal



A Proposal for Single Track Trails in Reid Park, Lake Elmo, MN



Presented to the City of Lake Elmo

by Stillwater Area Scholastic Cycling Advocates (SASCA)

[Revision 0]

January 1, 2018



Executive Summary

Stillwater Area Scholastic Cycling Advocates (SASCA), a 2014 formed non-profit limited liability corporation and currently recognized 501c(3) non-taxable charity, is the support and funding provider for the Stillwater Area High School Mountain Bike Team. Based on strong growth of the high school team and a growing interest and participation in off-road bicycling, trail running, nordic skiing, hiking and snowshoeing, SASCA wishes to propose new single-track trails, local to the Lake Elmo/St. Croix Valley Area.

Goal

To have at least 2+ miles of sustainable single track trail open for use by August 2018 in Reid Park.

Designed Use

Designed and purpose-built single track trails would be with mountain bikers mainly in mind but would be open for walkers, hikers, and runners. Typical summer uses and winter use including snowshoeing and winter biking (fat biking) would be considered.

Proposed Schedule

- January 2018 – Submission of the trail proposal
- May 2018 – Est. approval by Lake Elmo to build
- May 2018 – Contract agreement between the Lake Elmo and SASCA
- May/June 2018 – Trail Building Project Begins
- August 2017– Completed trail open to public
- After October 2017 – Continued work to add features, improvements



With approval to build, SASCA, already organized as a 501c(3) non-profit organization, proposes to work in consultation with the Lake Elmo Parks and Recreation Commission and Lake Elmo City Staff to finalize the building process and work to raise money for expenses incurred to complete the work. SASCA will publicly advertise through articles, blogs, Facebook, Twitter and other social media to help organize and provide an all-volunteer labor force as needed for construction and continued maintenance. The registered volunteer labor force with training and experience exceeds 100 people. Requests to utilize city equipment capital may be requested and is noted in the proposal. SASCA plans to request a small amount of funding to handle building materials (wood and fasteners) to augment the fundraising for trail building which is ongoing.



Proposal Summary

Stillwater Area Scholastic Cycling Advocates (SASCA), a 2014 formed non-profit limited liability corporation and currently recognized 501c(3) non-taxable charity, is the support and funding provider for the Stillwater Area High School Mountain Bike Team. Based on strong growth of the high school team and a growing interest and participation in off-road bicycling, trail running, nordic skiing, hiking and snowshoeing, SASCA wishes to propose new single-track trails, local to the Lake Elmo/St. Croix Valley Area specifically.

In 2017, SASCA approached the City of Lake Elmo Parks and Recreation Dept. in an open forum about the current use of existing trails by the Stillwater Mountain Bike Team. Along for getting a clarification about using bicycles in the park and the lack of complaints about any issues arising from bikes in the park, City staff was requested to meet with SASCA to discuss possibly providing a plan to build new purpose-built single track trails in the park. SASCA was in the middle of a build in Valley View Park in Oak Park Heights at the time, but with completion coming in Sept. 2017, focus turned to a proper design in Reid Park . By December 2017, after a two meetings with the City Administrator planning engineers and several evaluation and mapping hikes throughout Reid Park, the proposal was completed for submittal.

The past months have been spent evaluating the park, confirming the borders, the bordering lands, fences, low lying areas, new annexations and other issues with the land in general. This proposal has been developed to offer a summary overview of how the trail would look in the property and how it would interact with existing trails, climbing equipment, athletic fields, and parking and park access points. With approval to build,



SASCA, already organized as a 501c(3) non-profit organization, proposes to work in consultation with the P & R Commission and Lake Elmo City Staff to finalize the building process and work to raise money for expenses incurred to complete the work. The organization will publicly free advertise through articles, blogs, Facebook, Twitter and other social media to help organize and provide an all-volunteer labor force as needed for construction and continued maintenance. This partnership will result in no required cost to the City. Requests to utilize city equipment capital may be requested and is noted in the proposal below. SASCA plans to request a small amount of funding to handle building materials (wood and fasteners) to augment the fundraising for trail building which is ongoing.

While there are no major soil erosion concerns at Reid Park any potential will be addressed by trail design. The proposed trail will adhere to state-of-the-art design standards developed by the International Mountain Bicycling Association (IMBA) to promote long-term sustainability of trails by minimizing soil erosion potential, reducing future maintenance needs, and eliminating trail users' desire to create shortcuts or social trails. This proposal details anticipated use of many resource-compatible techniques in construction of the new trail miles.

The current and future SASCA members have increasing trail building experience. Many volunteers have completed official IMBA trail building classes in 2016. They serve as build group leaders on site. The area selected and level of difficulty of the trail planned means simple and faster building. It will allow the group to amass quality volunteers and teach them on the job about proper building techniques and utilizing the tools safely and properly.



Qualifications

Training

Most of the current members have trail building experience. Some of the build leaders and dirt bosses have close to 100 hours or more of hands-on building experience. Other experience may consist of working with other volunteer groups in other towns. Most trail building experience will continue to be built out of training support on-the-job experience from SASCA. SASCA will be continuing work in Valley View Park in OPH with maintenance and improvements where many newer volunteers will gain significant training and experience which can be used in Reid Park.

Equipment

The proposed trail will be constructed with specialized hand tools owned by the organization and private volunteers. The following list of available tools is at our disposal:

Pulaski: ax-type tool used for chopping small stumps and roots out of the trail tread.



Pruner: Cutting tool used for cutting small branches and saplings.



McLeod: fire-fighting tool used for raking and tamping the trail tread.





Flat-bladed shovel: leveling and smoothing the trail tread.

Max Ax: an ax with attachments that convert it to a Pulaski, McLeod, pick, or shovel.

Inclinometer: used for measuring grade of slopes.

GPS receiver: to measure and track trail location/length.

Various rakes, shovels, and machetes, hand saws: clearing leaves, twigs, and briars

Gas powered plate compactor: tamping loosened trail to stabilize trail surface and “season” trail much faster and more completely than riders

Chain Saw: gas powered, minimum 14”, for cutting large brush and clearing larger fallen trees

Buckthorn Pullers: for non-chemical, complete root removal of invasive trees



General Trail Construction Guidelines

SASCA understands the concerns about potential soil erosion at Reid Park. With this in mind, the trail should be designed and constructed with those concerns taken into account using suggested resource compatible guidelines.

Grade half-rule: The trail tread linear slope on a hillside should not exceed half of the average grade of the slope. In other words, on a 10% grade hillside the trail would not be steeper than a 5% grade. This practice results in water flowing down the hillside rather than being channeled down the trail. No trail section in Reid Park should be constructed to exceed the half-rule.

Ten percent average maximum grade: This is a rule of thumb that may have to be lowered to reflect soil types, watershed areas, and vegetation in order to stay within erosion control limits. Allowing for short lengths of trail that may exceed 10%, the overall average grade should be less. This will probably not be an issue at Reid Park within the boundaries of the entire property due to the flatter and rolling terrain.

Maximum sustainable trail grade: When a section of trail becomes unsustainable even if less than 10% grade, due to drainage or erosion concerns, the trail should be re-routed or other controls instituted to eliminate the problem.



Grade reversals: A frequent change from climbing to descending to climbing again prevents a long section of trail from accumulating water runoff that would degrade the trail or encourage erosion.

Out-slope: The trail tread, of approximately 18 inches in surface width and used by feet and tires, when appropriate, should have 5% out-slope to slow water flow. This grade is level enough for hikers to use without turning their ankles and along with a full bench-cut, will prevent trail creep.

Armoring: Using stone, wood, or synthetic materials, trails in wet or highly erosion prone areas can be made more durable. It is highly unlikely armoring will be needed in this location at Reid Park.

Restrictions

The proposed trail takes great care to give a wide berth from private property, wet areas, ponds/lakes and the existing wide crushed limestone paths. No official restrictions are known of after initial questions to City staff. Staff did request little or no crossings over the crushed limestone paths. The existing old single track paths do have several crossings.

IMBA guidelines suggest not cutting any living trees larger than 3” to 4” at the base. The trail building organization will follow this guideline but may request permission to cut



and or move larger dead standing trees which could present a fall hazard to riders and walkers.

The trail will be constructed and maintained by the established SASCA organization and through enthusiastic volunteering and the high school racers using the trails for practice. It will require minor support of the Lake Elmo city maintenance department when necessary. An example would be a large fallen tree requiring larger machinery to cut and remove. Otherwise SASCA volunteers provided by the organization will conduct almost all necessary maintenance.



Design Process

This section outlines the process of designing the trail in general terms. SASCA members have made a preliminary examination of topographical maps, aerial photographs, and have hiked the area being considered in this proposal. While general references can be made to the terrain found in the proposed trail area, specifics relating to the exact trail location and needed or desired features will require on-site measurements and examinations and will likely be altered during various stages of the design process. SASCA intends to work with the city and the P & R Commission during every step of this process. Preliminary trail routes have been determined based on proper elevation lines and with respect to potential erosion. Markers will be placed and the trail be hiked several times to determine “best line” scenarios and route re-alignments to enhance the riders’ experience within the park, i.e. large trees, rock formations, historic locations.

Step One: Obtaining permission. The hope is that this written proposal, followed by a physical inspection of the proposed trail location by City/Commission staff, will result in approval for SASCA to finalize trail design and later construction activities. An open house for the public, to see the proposed trail, learn about single track trails, see how they are planned and built and how the trail would be used, would be on display. No trail construction will begin until the proposed trail corridor is clearly identified and approved by city staff, the commission and city council, if necessary.



Step Two: Defining boundaries. Reid Park is very well defined on all maps but in reality has little markings for proper boundaries. The city may need to assist in surveying the property to insure no issues with private property owners bordering the park.

Step Three: Definition of Users. Beginner to intermediate mountain bicyclists and middle school/high school racers are expected to be the primary users of the proposed new trail. Secondary users will be trail runners in the summer months and possibly winter fat tire bicyclists. Winter mountain biking is growing sport. In any and all cases, alternate sports will have to be considered but never to the detriment or damage of the trail itself.

Step Four: Define control points. Control points include the beginning and end of the trail, interesting terrain features, or areas that should be avoided. A positive control point is one created by placing the trail so it takes users to a desirable place such as a scenic overview or optional trail feature that adds challenge or requires greater than normal skills or effort to traverse. A negative control point is one that should be avoided such as a boggy area, site boundary, or in this park, the large ponds in the middle of the park. Buffers can be used to disguise or discourage access to protected areas. Buffers can be existing tree fall created by moving limbs or vegetation to block access. There is no need for barricade-type buffers on a trail that is designed and constructed such that it is more enjoyable for the user to stay on the trail than it might be to leave it. Control points will be defined in greater detail once the location of the trail corridor is determined. Every effort will be made to avoid negative control points.



Step Five: Section Loop Concept. NO SECTION LOOP CONCEPT NEEDED.

Step Six: Plan contour route. The topographical map indicates at least 35 feet of elevation change from just above the water level to the highest point in the proposed trail area. In order to minimize or eliminate soil erosion, a primarily contour route will be used; however, a contour route does not preclude elevation change. Climbing and descending are accomplished by traversing slopes rather than following the fall line. Elevation changes should be designed to not exceed 50% of the existing slope grade so as to not channel water from its natural flow, which is straight downhill. Numerous grade reversals will also prevent water from accumulating or flowing along the trail. A grade reversal is a change from downhill to uphill over a short section of trail tread and will force water to flow off the downhill edge of the trail. All trail tread should be bench-cut into the side of the existing hill for the full width of the tread. This practice prevents trail creep and minimizes future maintenance. With a flatter section of land, gradual slopes which follow the natural elevations changes of the land, will be used over longer stretches. The trail, at almost all times, will be on a very slight slope and be slightly pitched perpendicularly to the direction of the trail. Pooling of water will be kept to an absolute minimum.

Step Seven: Determine flow. SASCA envisions a narrow corridor with long runs and wide turns. Some sections may be more tight and twisty, especially in the heavily wooded areas. This will change the riding pace through the course from fast on the straights to slow with obstacles and tight turns. The flow essentially will follow the natural flow of the land,



making the trail neither especially easier nor more difficult than what the land provides naturally.

Step Eight: Establish the corridor. This will entail marking a potential trail with marker flags and ribbon, measuring slopes, evaluating the course, and identifying control points that may call for re-routing the initially conceived route. The trail design should adhere to IMBA’s five main points for designing and constructing sustainable trails. These main points are explained in more detail later in this report under the “Erosion Control Measures” heading. The initial marking of the trail is done with marker flags or ribbon placed in or near the presumed center of the trail tread, at close enough intervals so that the general direction of the trail is evident. This might be 30’ or more apart.

Step Ten: Construction plan. Once the final route is designed and approved by the city/commission, a construction plan will be developed identify areas needing bench cuts, specialized turning features, or erosion control structures and include a time frame for construction.

Step Eleven: Flag the final approved alignment and confirm permission to begin construction.



Construction Process

The construction process will begin with a full thaw of all trail land and a proper drying out period. This can occur as early as March or as late as June. The assumption is the land would be ready for work on or around May 15th.

Organizing of building teams. Building teams would consist of able-bodied people, generally aged 18 and older, no adult approval needed for the volunteering. A typical group would consist of a trail blazer in the front, marking exact locations for digging with temporary flags as little as a few feet apart. The blazer may work on secondary clearing of small live and dead obstructions before the diggers come through. The diggers would be the people with McLeods and Pulaskis, rakes and tampers, exposing the bare ground by removing any grass, duff, leaves, semi composted tree waste and wood, and creating the first actual line of travel. The trailing diggers will work more on leveling the exposed dirt and tamp any loosened soils. The trailer will lag behind, working with a clinometer or the like, filling in low spots and making final considerations for creation of drainage culverts perpendicular to low spots to insure no puddling on the trail. Sometimes the trailer will even follow back and forth with a bike to be sure the trail is riding correctly. The typical building team will consist of a minimum of 5 people and up to 10. Groups should change jobs or positions in the line. Generally, the blazer will be a leader and more knowledgeable of proper final line of a trail and may not move around as much.



Special teams. To involve as much of the bicycling community in this volunteer project, youth groups, high school clubs or teams, town organizations and general public will be invited to take part. Youth groups, people under 18, will be divided into groups by age and be given much shorter work times and easier conditions in which to dig. The experience of building trail will be much more important for the youth volunteers than the actual yards completed. The inclusion of different groups will foster a greater public ownership and excitement for the final product.

Construction would begin with a general cleaning of the ground 18” on either side of the center line of the trail. The general cleaning would be the removal of downed trees and branches, piles of brush, other natural and dead material. No live branches, brush, saplings nor undergrowth would be removed in this step. This work would prepare a suitable path for work to be done on the exact trail.

Building Sequence. The building of the trail, while logically built from the start to the finish may not be the course of action taken. Based on weather, manual labor on site, time and general conditions of the land, sections may be selected for building around the entire loop with sections being connected over a period of time. An example might be selecting a wide open area in a wooded section when less or no digging is needed. This might be a section worked on by a youth group or worked on during a hot spell when heavy digging and minor bench cutting may be too rigorous. Work following wet weather may be better pointed in the direction of open prairie areas where the moist and looser soils will respond better to clearing narrow trail of grass roots.



Natural Materials. Sections of trail may need to be enhanced with natural materials to better define the trail in certain sections. This may be apparent in more open wooded areas with little or no underbrush. Natural materials would consist of larger downed logs, branches and even whole trunks of dead trees. Reid Park is well endowed with rock naturally occurring and remnants man-placed when the land was a farm. These obstructions may be left in place to add to the technical challenge or removed and replaced in a better location for the same reason. Any once-living natural materials would be used with the understanding that they will naturally decay and at some point be replaced or removed with no replacement. Over years, with riders staying on specific trails, growth will be impeded close to or on the trail while undergrowth on the forest floor will slowly fill in naturally on either side of the trail.

Technical Additions. During the trail building process, natural materials may be used for creating safer traverses through potentially wet areas, more technical challenges for the rider or detours to allow for alternate challenges for the rider. After the original trail is completed, teams may be created to make important low bridges over wetter areas, or exposed rooted areas near important trees. Some technical additions may be placed in areas just for the enhancement for the rider. These additions would be made from natural but not necessarily naturally occurring materials. Consideration would be made to insure no chemical treated wood or concrete would be used over natural stone. These structures would be unassuming, camouflaged with natural color and be fully movable and removable if and when necessary (no concreted footings, etc).



Removals. While building trail, care will be taken to remove ANY AND ALL garbage, trash, non-naturally occurring waste or dumped material. The volume of this waste will be recorded by volume for city staff to be made aware of quantity. Local nursery specialists will be called upon to train teams to look for non-native and invasive species of trees, bushes, and vines to be removed as completely and safely as possible.

Enhancements. Trail markings and a central trail map will be proposed at some point at or near the main trail head for the park.



Projected Design/Construction Timeline

Upon approval of this proposal by the City Council, SASCA anticipates that the build phase could be completed within 3 – 4 months of start. Delays in the start date, lower volunteer rates and weather could push the completion into the next spring/summer season.

Respectfully submitted,

Matt Lehmann, SASCA Board Member
SASCA Trail Building Sub-committee



SASCA Trail Building Committee Contact list

<p><u>Matt Lehmann (Stillwater resident)</u> 218 Maple St. West Stillwater, MN 55082 651-387-8508 (C) mattlehmann218@gmail.com</p>	<p><u>Calvin Jones (Stillwater resident)</u> 954 Northland Court Stillwater, MN 55082 651-472-7187 (C) stillwatermtb@gmail.com</p>
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Citizen Representative

Bob Berkowitz, 11063 11th Street North, Lake Elmo, MN 55042

SASCA Board of Directors list

Calvin Jones, Chairman since 2014

Mike Noer, Board Member since 2014

Mark Trumper, Board Member since 2014

Mike Lyner, Board Member since 2014

Matt Lehmann, Board Member since 2017

Kelli Roddy, Board Member since 2017

Daniel Ruh, Board Member since 2017

Hank Gray, Board Member Emeritus since 2018

On-Line Info at www.sascatrails.com

Maprika www.maprika.com (free software and app)

Reid Park Property View

Reid Park Proposed Trail Rev. A (coming soon)

Detailed Trail Proposed Layout





STAFF REPORT

DATE: January 17, 2018

REGULAR

ITEM #: 7

MOTION

TO: Parks Commission
FROM: Ben Prchal, City Planner
AGENDA ITEM: Capital Improvements – Demontreville and Tablyn Park
REVIEWED BY: Emily Becker, Planning Director

BACKGROUND:

Based off the scheduled capital improvements the Planning and Public Works department would like to begin procedure of executing the outlined improvements for Demontreville and Tablyn Park.

PROPOSAL DETAILS/ANALYSIS:

Demontreville Park

For 2018 improvements Demontreville Park has grading, fencing, and tipped backstop additions. The dollar amount which has been set aside for these improvements are \$75,000. Staff will be reaching out to an individual who has expressed interest in the park as well as investigating the stipulations with Fields for Kids, a possible grant opportunity.

Tablyn Park

The Tablyn Park improvements consist of adding lighting to the parking area/sliding hill to increase safety, at a cost of \$55,000. There has also been the consideration of removing the basketball court. Is this something the commission would like to provide an opinion on? Perhaps this determination should be based upon the condition of the court and readdressed when time comes to either repair or remove.

All of the improvements in this report have been scheduled for 2018

FISCAL IMPACT:

Demontreville improvements	\$75,000
<u>Tablyn Improvements</u>	<u>\$55,000</u>
TOTAL	\$130,000

OPTIONS:

- 1) Recommend proceeding with the improvements
- 2) Proceed with one Park and not the other.
- 3) Do not proceed with the improvements

RECOMMENDATION:

Staff would recommend allowing implementation of the park improvements.

ATTACHMENTS:

- Demontreville Park CIP
- Tablyn Park CIP

Capital Improvement Plan - 2018 - 2022

2018 thru 2022

City of Lake Elmo, Minnesota

Department Parks and Recreation
 Contact City Administrator
 Type Improvement
 Useful Life 25 years
 Category Park Improvements
 Priority 2 Very Important
 Status Active

Project # PR-003
 Project Name Demontreville Park Improvements

Total Project Cost: \$75,000

Description

Addition of a field at Demontreville Park
 Cost estimates:
 2018:
 \$75,000 for new field and regrading/updating current babseball field and fencing/tipped backstop

Justification

Feedback from residents during 2013 Park Survey, park commission site visits and Mahtomedi Baseball Association

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	75,000					75,000
Total	<u>75,000</u>					<u>75,000</u>

Funding Sources	2018	2019	2020	2021	2022	Total
Park Dedication Fund	75,000					75,000
Total	<u>75,000</u>					<u>75,000</u>

Budget Impact/Other

Mahtomedi Baseball Association has been helping with some maintenance and indicated they would be willing to help with maintainng the additonal field

Capital Improvement Plan - 2018 - 2022

2018 thru 2022

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life

Category Park Improvements

Priority 1 Critical

Status Active

Project # PR-008
Project Name Tablyn Park Improvements

Total Project Cost: \$100,000

Description

Improvements include:
2018:
additional lighting at top of hill and improvement to parking area (removal of basketball court?) to address safety concerns
2019:
skating rink improvements

Justification

Winter themed park. Used heavily in winter for sledding. Lighting and parking improvements needed to address safety concerns related to sledding area.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	55,000					55,000
Equip/Vehicles/Furnishings		45,000				45,000
Total	55,000	45,000				100,000

Funding Sources	2018	2019	2020	2021	2022	Total
Park Dedication Fund	55,000	45,000				100,000
Total	55,000	45,000				100,000

Budget Impact/Other