



*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 Parks Commission  
3800 Laverne Avenue North  
December 17, 2018 6:30 PM**

### **AGENDA**

1. Call to Order
2. Approve Agenda
3. Approve Minutes
  - a) September 17, 2018
  - b) October 15, 2018
  - c) November 19, 2018
4. Update on Central Greenway Trail Plan
5. Parks Work Plan for 2019
6. January 21, 2019 Meeting Agenda
  - a) Elect Chair and Vice Chair
7. Communications
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.*

## MINUTES

### City of Lake Elmo Parks Commission September 17, 2018

**Members Present:** Commissioners Ames, Frick, Mayek, Nelson, Nuenfeldt, Olinger, Steele, Weeks and Zeno

**Members Absent:** None

**Staff Present:** City Planner Prchal

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

#### Approval of Agenda

Amess made a motion to approve the agenda, seconded by Zeno. Motion passed.

#### Approval of Minutes

Olinger made a motion to approve the minutes with the correction on the Commission members abstaining from the vote to approve the minutes to Mayek and Olinger, motion seconded by Nuenfeldt. Motion passed. Ames, Frick, and Zeno abstained from the vote since they were not present at the meeting.

#### Little Library

Prchal stated that the previous Little Library was for Pebble Park and the new request for is for the Savona neighborhood. The application was submitted by Kristen Chandley to install a Little Library. The applicant will take on the maintenance of the Little Library, will supply the books, and will monitor what other books are donated.

Public Works would like to see a 6 foot distance from the curb to the post to allow for grass mowing and a 3 foot or greater distance from the path to the post to allow for plowing the path.

Weeks asked if there has been any opposition or negative feedback regarding Little Libraries. Prchal answered that there has been none in Lake Elmo. Olinger added that the only thing negative she has heard is that people wished there were more books in the Pebble Park one. Steele asked if there was any information about meeting ADA requirements for the Little Library to make it accessible to all people. Prchal said he has already informed the applicant that staff would like her to keep reach heights in mind when constructing the post.

Frick mentioned that it would be nice to provide recognition in the Fresh for people that construct Little Libraries and other contributions. Zeno suggested that maybe there should be guidelines on what we would like to see in the construction of Little Libraries and provide a streamlined process, instead of waiting for a meeting.

Ames made a motion to approve the Little Library as proposed. Seconded by Frick. All in favor

### **Communications**

Prchal provided an update on the Village Preserve and Wildflower Park. Staff sent out information regarding 3 play structure options that do not exceed the budget or size limits of the park to Drew Cavallaro, the resident that attended a previous meeting as a neighborhood representative. Staff is looking for feedback by September 24<sup>th</sup> so that the information can go to Council for approval and in time to submit a grant request to GameTime by October 31<sup>st</sup>.

Ames asked about follow up on the trail connection between Legacy at North Star and Hamlet at Sunfish Lake. Prchal said he could bring an update to the October meeting.

Frick asked about the grant submittal for Buckthorn removal at Sunfish Lake Park. Prchal asked if he could bring an update to the October meeting after discussing with the Public Works Director.

Prchal said that the 45<sup>th</sup> Parallel marker was approved. He also said that Council approved the lighting for Tablyn Park and the park will be discussed again at the next Council meeting.

Ames inquired about the prairie planting and the prescribed burn at Sunfish Lake Park. The Commission would like to receive an update on if it was approved and why it has not happened. Prchal said he could bring an update to the October meeting.

Zeno asked about the progress of Lion's Park regarding the drainage. Prchal asked if he could bring an update to the October meeting after discussing with the Public Works Director.

**Meeting adjourned at 6:51 p.m.**

**Respectfully Submitted,  
Tanya Nuss**

## MINUTES

### City of Lake Elmo Parks Commission October 15, 2018

**Members Present:** Commissioners Frick and Olinger

**Members Absent:** Commissioners Ames, Mayek, Nelson, Nuenfeldt, Steele, Weeks and Zeno

**Staff Present:** City Planner Prchal

**Quorum was not met, no meeting was held.**

**Respectfully Submitted,  
Tanya Nuss**

DRAFT

## MINUTES

### City of Lake Elmo Parks Commission November 19, 2018

**Members Present:** Commissioners Ames, Nelson, Olinger, and Weeks

**Members Absent:** Commissioners Mayek, Nuenfeldt, Steele, and Zeno

**Staff Present:** City Planner Prchal

**Quorum was not met, no meeting was held.**

**Respectfully Submitted,  
Tanya Nuss**

DRAFT



## STAFF REPORT

DATE: 12/17/18

**REGULAR**

ITEM #: 4

**MOTION**

**TO:** Parks Commission  
**FROM:** Ben Prchal, City Planner  
**AGENDA ITEM:** Central Greenway Regional Trail Update  
**REVIEWED BY:** Rob Weldon, Public Works Director

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### **BACKGROUND:**

The City and Washington County Staff have been working towards planning the best route for the trail to travel through Lake Elmo. During the design process two groups were established, a community work group consisting of residents and commission members and a technical work group which was made up of staff members. There were also multiple open houses for individuals who were not part of either group to provide feedback. After taking input from both groups and the open houses Staff believes, at this time that formal preparation of material for review by the Metropolitan Council should begin.

### **ISSUE BEFORE THE COMMISSION:**

None – Staff is updating the Commission.

### **PROPOSAL DETAILS/ANALYSIS:**

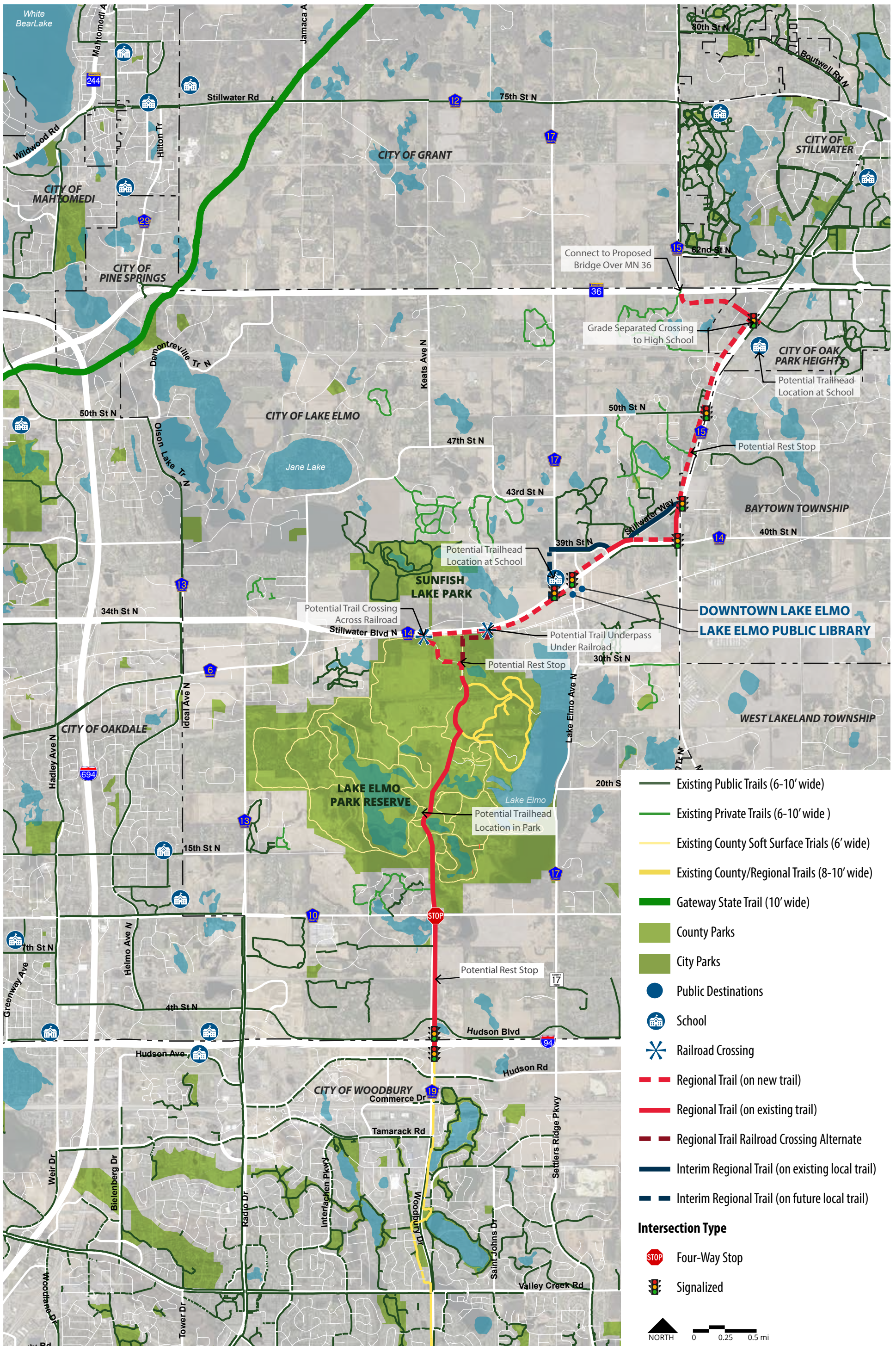
Attached with this report are maps which outline the proposed route that will be reviewed by the Council. The proposed route hits the objectives of going past the school as well as downtown Lake Elmo. This trail will provide residents the ability to travel from the south side of the City all the way to the north on a dedicated trail. There would also be the possibility of other trails to branch off of this one which would bring users to different parts of the City.

### **FISCAL IMPACT:**

The County will be asking that the City share 50% of the cost to construct the trail. There is the possibility for grants to cover portions of the cost. Alternatively, if money is available, it would reduce both the City and County portions. The funding will be scheduled after the planning process and approval has been given by Met Council.

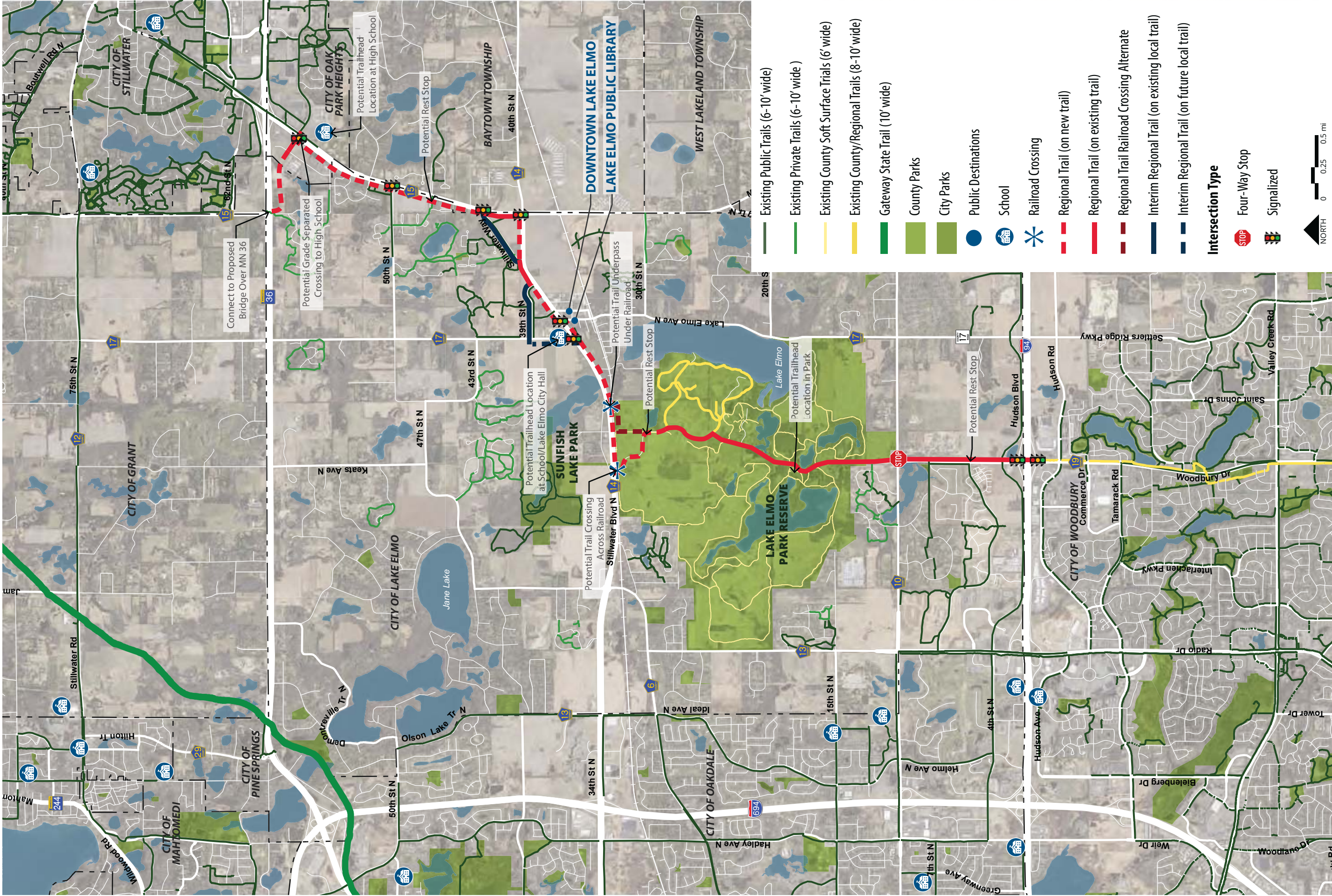
### **ATTACHMENTS:**

- Central Greenway Regional Trail Maps



## PREFERRED REGIONAL TRAIL ALIGNMENT

Central Greenway Regional Trail Master Plan: Lake Elmo Segment



- Existing Public Trails (6-10' wide)
- Existing Private Trails (6-10' wide)
- Existing County Soft Surface Trails (6' wide)
- Existing County/Regional Trails (8-10' wide)
- Gateway State Trail (10' wide)
- County Parks
- City Parks
- Public Destinations
- School
- Railroad Crossing
- Regional Trail (on new trail)
- Regional Trail (on existing trail)
- Regional Trail Railroad Crossing Alternate
- Interim Regional Trail (on existing local trail)
- Interim Regional Trail (on future local trail)

**Intersection Type**

- Four-Way Stop
- Signalized





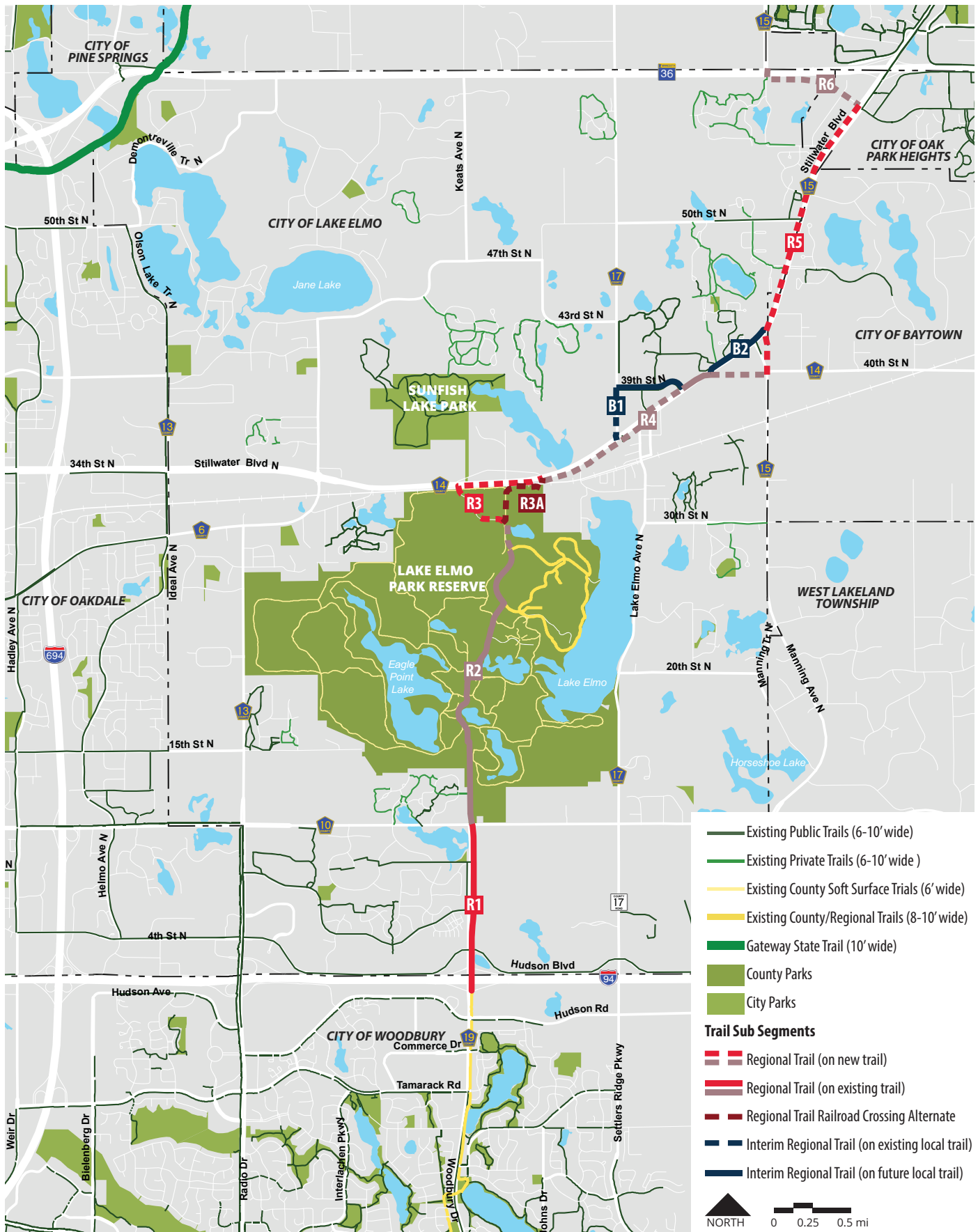


Figure 19: Central Greenway Regional Trail Lake Elmo Segment Map.

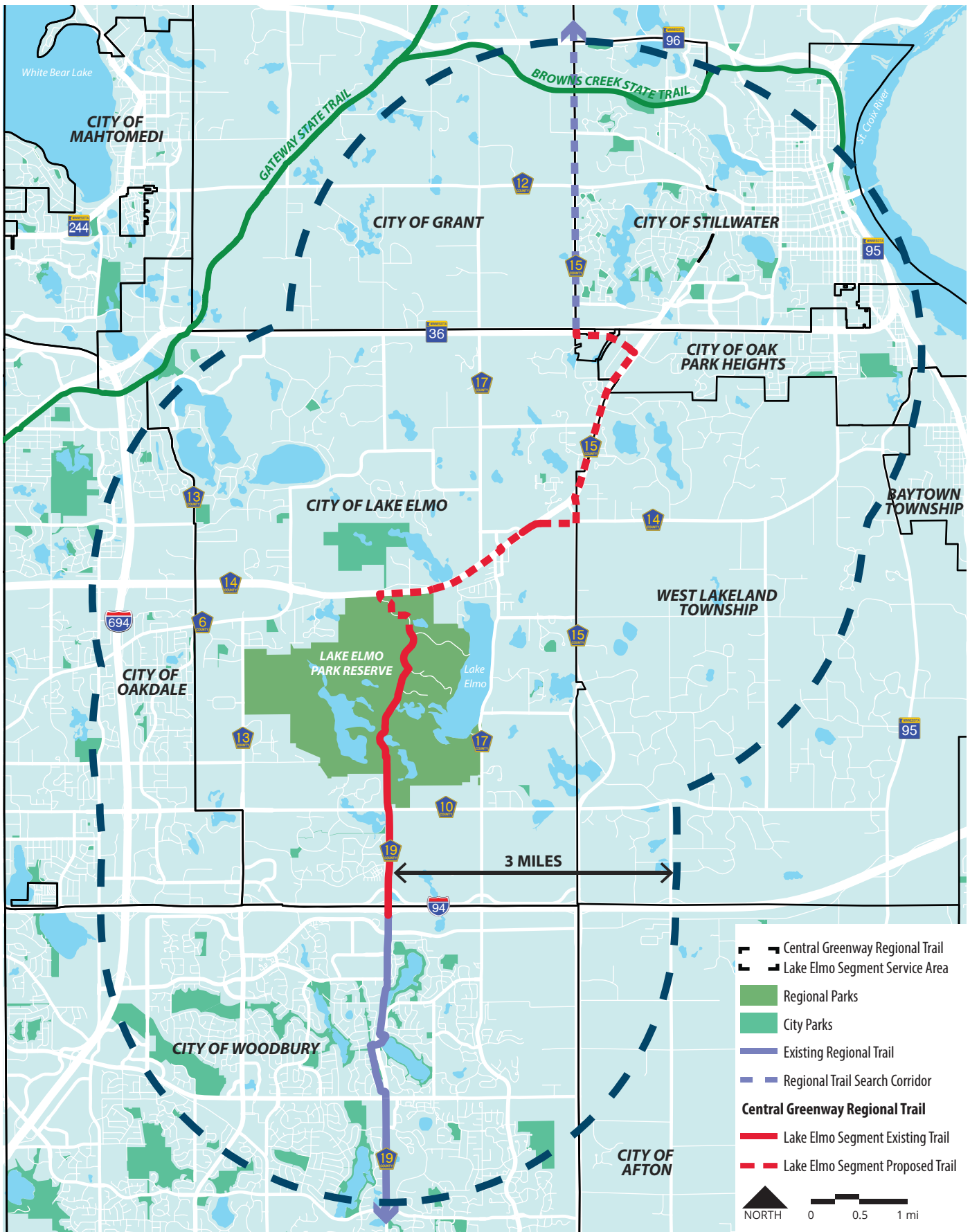


Figure 10: Trail Primary Service Area Map



## **Staff Report**

DATE: 12/17/2018

ITEM #: 5

**MOTION**

**AGENDA ITEM:** Parks Commission 2019 Work Plan

**SUBMITTED BY:** Ben Prchal, City Planner

**REVIEWED BY:** Kristina Handt, City Administrator  
Rob Weldon, Public Works Director  
Ken Roberts, Planning Director  
Parks Commission

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### **BACKGROUND:**

Per 32.092 of the Lake Elmo City Code, the Parks Commission is to develop an annual work plan, including a list a projects, points of interaction on projects, programs, and goals for the year. Staff drafted the 2019 Parks Commission Work Plan based off expected park needs.

The Plan reaffirms the overall goals of the Parks Commission and outlines projects to be worked on throughout the year yet has the flexibility to respond to priorities as they emerge. The projects are broken down in to the following categories:

- **Planning and Policy** – This section addresses the larger long term park projects and funding opportunities.
- **Development & Equipping** –Projects that will be carried out in the following year.
  - This would be limited to projects approved through CIP.
  - This gives opportunity to break down specific tasks associated with developing and equipping.
- **Maintenance & Refurbishing** – Projects in this category are carried out by public works staff and does not rely on the parks fund for funding.
- **Nature & Conservation** – What specific activities can the Parks Commission carry out this year to promote open space character and commitment to the environment via nature observation amenities and targeted conservation programs?
- **Park Awareness** – Establishes the goals and ways in which staff and the commission can receive feedback from the community.
- **Finance** – How, specifically, does the Parks Commission want to spend and budget Parks and Recreation funds?
  - This will of course go hand-in-hand with planning and audit but this specifically should focus on next tasks to be carried out in terms of budget.

**ISSUE BEFORE PARKS COMMISSION:**

Review and provide comments regarding Parks Commissions 2019 Work Plan.

**DETAILS AND ANALYSIS:**

There are many proposed changes from the 2018 to the 2019 work plan. Because of this staff has not provided a redlined version and instead will call out some of the changes and include the 2018 plan as an attachment.

Planning and Policy – Many of the edits are intended to match the current status in the planning process. However, there were a few sections removed as they were related to the 2040 Comprehensive Plan. Since the plan is already out for adjacent jurisdictional review and will be sent to the Met Council within a few weeks for their review, these sections have lost their relevance.

Development & Equipping – This section has changed substantially and tends to follow the plans within the Parks Capital Improvement Plan. There is no carry over from 2018.

Maintenance & Refurbishing – The only section removed is related to Ridge Park. Staff believes it would be beneficial to leave the equipment where it sits and improve landscaping to help reduce the moisture when present. This being the short term fix, the long term solution would be to add this park to the CIP and revamp the playground through that process instead of moving equipment.

Park Awareness Plan – Staff is in the process of establishing a method to gather survey data from residents and believes this to be a good way of acquiring relevant information.

**OPTIONS:**

1. Approve the Parks Commission 2019 Work Plan as presented.
2. Amend the Parks Commission 2019 Work Plan as presented.

**FISCAL IMPACT:**

Outlined in the Work Plan and Capital Improvement Program.

**RECOMMENDATION:**

Staff recommends the following motion:

*“Move to recommend the 2019 Parks Commission Work Plan.”*

**ATTACHMENTS:**

1. 2018 Parks Commission Work Plan
2. 2019 Parks Commission Work Plan



## 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"> <li>• 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.</li> </ul>	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 2017 into 2018
Update City Trail Plan	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Part of Comp Plan 2040 update.</li> <li>• Review master City Trail plan</li> </ul>	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"> <li>• Work with staff and consultant to gain public input on Parks and Open Space component of Comprehensive Plan.</li> <li>• Consider recommendations from Staff and consultant based on community input sessions.</li> <li>• Make recommendation to Council on specific changes needed to Comprehensive Plan.</li> </ul>	In Progress per the CPAP meeting on September 27 <sup>th</sup>	Dependent on consultant timeline

Mountain Biking Within Parks	<ul style="list-style-type: none"> <li>Assess Lake Elmo Parks for biking/mountain biking</li> </ul>	Communicating with 3 <sup>rd</sup> party for parks assessment	Ongoing
Development Review	<ul style="list-style-type: none"> <li>Continue to make recommendations on development applications with a focus on proper equipping of parks and available park funding.</li> <li>Look at/have available 5 year CIP</li> </ul>	Ongoing	Ongoing
Adopt a park program.	<ul style="list-style-type: none"> <li>Establish maintenance standards to follow when a park adoption takes place</li> </ul>	In progress	Ongoing
Timeline for Park Master Plan	<ul style="list-style-type: none"> <li>Receive updates on status of drafted plan</li> </ul>	Ongoing	Dependent on consultant
Park use plan	<ul style="list-style-type: none"> <li>Revisit and update the plan</li> </ul>	Ongoing	As needed
Look for Grant Opportunities	<ul style="list-style-type: none"> <li>Look for grant opportunities that aide in development of parks within the City.</li> </ul>	Ongoing	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	<ul style="list-style-type: none"> <li>\$75,000 to new field, grade existing field, and add new back stop</li> <li>Search for grant opportunities – such as Fields for Kids</li> </ul>	Draft 2018-2022 CIP	2018
Lions Park Renovation	<ul style="list-style-type: none"> <li>Assess viability of building a pavilion/warming house</li> <li>Phase 2 – add pavilion and tables but only if donated</li> </ul>	Active, Draft 2018-2022 CIP	To be completed 2018 Phase 2 – 2018-2022 plan
Reid Park	<ul style="list-style-type: none"> <li>\$25,000 for the widening of trails</li> <li>Take in grant moneys or in-kind donations for mountain bike trails</li> </ul>	Draft 2018-2022 CIP	Planned for 2018
Tablyn Park	<ul style="list-style-type: none"> <li>Address lighting and parking issues - \$55,000 (Phase 1)</li> </ul>	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"> <li>Public works to carry out maintenance.</li> </ul>	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"> <li>Public works to carry out maintenance.</li> </ul>	Recommended by Public Works	July
Pickleball	<ul style="list-style-type: none"> <li>Refurbish current tennis courts to accommodate pickleball</li> </ul>	In Progress as of 10.16.17	Unknown
Park needs assessment	<ul style="list-style-type: none"> <li>To be completed by public works staff</li> </ul>	Ongoing	On going

## 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
Sunfish Lake Forest Management Plan	<ul style="list-style-type: none"> <li>Break down plan in to measurable goals Phase 1 north and Phase 2 south</li> <li>Implement plan.</li> </ul>	In motion as of 10.16.17	2018
Sally Manzara Nature Center	<ul style="list-style-type: none"> <li>Provide support as detailed in the agreement.</li> </ul>	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"> <li>Special events, publications, website update, e-blasts</li> <li>Public input sessions for Comprehensive Plan updates and adding new uses into the current parks</li> </ul>	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"> <li>Reassess funding priorities as needed.</li> </ul>	As needed	May/June 2018
Provide quarterly budget for Parks Committee meetings	<ul style="list-style-type: none"> <li>Provide financials for the funds which are being received and spent on a quarterly basis</li> </ul>	Provided Quarterly	Ongoing



## 2019 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 users of public lands as well as property tax payers to the City.
- 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 2019 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.

<b>Planning and Policy</b>			
<b>Assess future park needs.</b>			
<b>Project</b>	<b>Specific Tasks</b>	<b>Status</b>	<b>Timeline</b>
<b>Work with the County on implementing the Central Greenway Trail Master Plan.</b>	<ul style="list-style-type: none"> <li>• Assist Washington County when necessary.</li> <li>• Schedule workshops for trail implementation.</li> <li>• Work with Washington County on funding opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• A preliminary rout has been determined</li> </ul>	2019 – Work on preparation for Met Council review.
<b>Development Review</b>	<ul style="list-style-type: none"> <li>• Continue to make recommendations on development applications with a focus on proper equipping of parks and available park funding.</li> <li>• Have available 5 year CIP upon request</li> </ul>	Ongoing	Ongoing
<b>By-laws for Parks Commission</b>	<ul style="list-style-type: none"> <li>• Develop and review suggested by-laws for the commission to follow</li> </ul>	Ongoing	2019
<b>Park use plan</b>	<ul style="list-style-type: none"> <li>• Revisit and update the plan as needed</li> </ul>	Ongoing	As needed
<b>Park Naming Policy</b>	<ul style="list-style-type: none"> <li>• Develop a methodology for proper naming of new parks.</li> </ul>		2019
<b>Look for Grant Opportunities</b>	<ul style="list-style-type: none"> <li>• Look for grant opportunities that aide in development of parks within the City.</li> </ul>	Ongoing	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
Sunfish Lake Park	<ul style="list-style-type: none"> <li>Develop a Mountain Bike trail system throughout Sunfish Lake Park (\$120,000)</li> <li>Submit grant for buckthorn removal</li> </ul>	<p>Trail Planning</p> <p>Planning</p>	<p>2019 – completion of plan and begin construction</p> <p>Grant due Sept</p>
Lions Park	<ul style="list-style-type: none"> <li>Install 45<sup>th</sup> Parallel Marker (\$1,000)</li> <li>Complete pickleball court and install hockey rink boards</li> </ul>	Approved by Council in 2018.	2019 – Complete the project
New Park Development (Wildflower/Village Preserve)	<ul style="list-style-type: none"> <li>Determine the best equipment for the space. (\$105,000)</li> <li>Gain Neighborhood input</li> </ul>	Planning, Design, and Implement plan in 2019	2019 – Have new park complete
Pebble Park	<ul style="list-style-type: none"> <li>Pave the parking area, develop two volleyball courts, lighting, and security features. (\$10,000 Volleyball, \$15,000 Lighting/Security, \$40,000 Court Resurfacing)</li> <li>Install 4" water service and seal existing well (Expected \$20,000 Wtr service and \$20,000 for regrading of drive)</li> </ul>	Implement plan in 2019	Make Recommendations on suggested improvements.

## 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"> <li>Public works to carry out maintenance.</li> </ul>	Recommended by Public Works	2019
Pickleball	<ul style="list-style-type: none"> <li>Refurbish current tennis courts to accommodate pickleball.</li> </ul>	Ongoing and as requested.	2019
Park needs assessment	<ul style="list-style-type: none"> <li>To be completed by public works staff.</li> </ul>	Ongoing	On going

## 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
Sunfish Lake Forest Management Plan	<ul style="list-style-type: none"><li>• Break down plan in to measurable goals Phase 1 north and Phase 2 south.</li><li>• Implement plan and work with other volunteer groups for completion.</li></ul>	In Progress	On going
Sally Manzara Nature Center	<ul style="list-style-type: none"><li>• Provide support as detailed in the agreement.</li></ul>	In Progress	On going

## Park Awareness

**Mission Statement:** To promote the utilization of City Parks

Project	Specific Tasks	Status	Timeline
Resident Survey	<ul style="list-style-type: none"><li>• Survey residents on park amenities via new survey tool.</li></ul>	Recommended by Staff	2019

## 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"><li>• Reassess funding priorities as needed.</li></ul>	As needed	May/June 2019
Provide Budget Updates as necessary	<ul style="list-style-type: none"><li>• Provide financials on park dedication fund upon request.</li></ul>	As requested	Ongoing