

*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  
February 21, 2018 6:30 PM**

### **AGENDA**

1. Call to Order
2. Approve Agenda
3. Approve Minutes
  - a) January 17, 2018
4. Select a Chair and Vice Chair for the Parks Commission
5. Presentation - Drafted Parks Chapter for the Comprehensive Plan
6. Review Reid Park Mountain Bike Map and Agreements
7. Hammes 3<sup>rd</sup> Addition Final Plat – Update
8. Adopt a Park
9. March 2018 Meeting Agenda
  - a) Representatives for the Sally Manzara Interpretive Center would like to give a presentation/update on the project.
10. Staff Reports & Commission Update
  - a) Update on Central Greenway
  - b) Royal Golf Money for Park Dedication – Per the Development Agreement: The Developer shall pay the City a cash donation of \$1,000,000.00 upon the Royal Golf Club at Lake Elmo 3rd Addition final plat being approved by the City, or upon approval by the City of that phase of the development where the Tartan Park ballfields are no longer able to be used by the City, whichever happens first.
  - a) Forest Management Plan 2018
11. 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 January 17, 2018

**Members Present:** Chair Frick, Commissioners Ames, Mayek, Olinger, Weeks

**Members Absent:** Commissioners Nelson, Nuenfeldt, Zeno

**Staff Present:** Public Works Lead Jamie Colemer, City Planner Prchal

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

### Approval of Agenda

Staff requested that the Adopt-a-Park item be moved to the February meeting.

Frick suggested that selecting a Chair and Vice Chair for the Parks Commission be moved to the February meeting when more commission members were present.

Motion by Frick to approve the agenda as amended, seconded by Steele. Motion passed.

### Approval of Minutes

Motion by Frick to approve the November minutes with the discussed changes, seconded by Olinger to approve the minutes as amended. Motion passed.

Motion by Steele to approve the December minutes, seconded by Frick. Motion passed.

### Public Presentation

Nadine Obermueller from the community spoke. Obermueller suggested the idea of using a drone to take a video of the ballfields at the City parks. That maybe it could be done by a High School student or Boy Scout and the City could post it to our Website with a YouTube video link. Then if it was successful, expand to include skating rinks, ski and bike paths, etc.

### Reid Park Mountain Biking Proposal from SASCA

Prchal presented that Mountain Biking has been added to the Reid Park CIP to develop mountain bike trails. SASCA has created other trails in the area, including Oak Park Heights. They are suggesting a little over 2 miles of trail.

They have submitted a plan. There is a timeline that includes a contract in place by May, begin construction in May or June, depending on weather. They will be doing the construction with volunteer labor.

Ames asked if this plan is separate from Sunfish Lake Park. Frick asked for clarification regarding the work Trail Source would be doing on Reid Park.

SASCA explained that they would be doing the construction at Reid Park, but working with Trail Source, using his trail ideas for Reid Park and then also providing input into the trail construction of Sunfish Lake Park.

Weeks asked if the two trails would attract different users or would they be duplicating the same product in two parks.

Both Mayek and the SASCA representative explained that Reid Park would be a more simple, flatter, beginner bike run. SASCA explained that there would be limited ability to make it a more difficult route. So, if they would like to see two separate end products, Sunfish Lake Park could have the ability to have the more difficult trails.

Steele mentioned that there still has not been any information provided that listed other opportunities for biking in surrounding communities. He feels the Parks Commission is still undecided as to which park mountain biking should be included in and feels that allowing bike trails to carve up two parks would be unnecessary. Steele also suggested that the trails do not include the future park expansion area that does have aggressive hills and could provide a more advanced route.

SASCA responded that the trail in Oak Park Heights is used by the deer since they do not like to walking through buckthorn. SASCA also mentioned their interest in Reid Park is due to the proximity to the High School and that it would allow students the ability to ride directly to the park from the school instead of having to drive to a location.

Weeks asked about maintaining the trails moving forward. SASCA explained they have existed for 6 years and they have 90 families this year.

Frick mentioned that biking was included in the Reid Park CIP. Frick would like the opportunity to get public comment.

Ames mentioned that biking would not carve the park more than hiking or skiing trails would in a park.

Fick made a motion to work with SASCA to get the final details worked out, seconded by Weeks. Motion passed.

### **2018 Parks Budget**

Prchal stated that the Finance Committee put a restriction on spending. Park Dedication funds cannot be used for purchasing vehicles.

Prchal explained that Park Dedication Funds come in at the time of Final Plat approval.

Ames asked if the 2017 numbers mean that the City is done spending in the parks listed, such as Savona or if there will be more expenditures in 2018?

Colemer explained that all of the items for Savonna have been purchased, however due to weather they have not all been installed. This will not require additional spending to that park.

Frick asked about the Royal Golf \$1 million dedication to the Parks. Prchal did not have information on the dedication and will check with Becker before reporting on it.

There was discussion regarding Sunfish Lake Park maintenance expenses and starting date.

No motion required for this item.

### **Begin Work on Demontreville Park and Tablyn Park**

Prchal reported that he looked into the Fields For Kids grant through the MN Twins for Demontreville Park. They have a deadline of March 9. The application will be submitted with the Mahtomedi Baseball program.

Discussion about the removal of the basketball court in Tablyn Park included that the Parks Commission has already recommended the removal due to lack of parking and

safety and the reluctance of City Council to spend money on the removal of an existing amenity.

Ames made a motion to enhance the safety and increase capacity of the parking lot in Tablyn Park by removing the existing basketball court and relocating the play structure to the lower portion of the park, seconded by Steele. Motion passed.

### **February Meeting**

Adopt-a-Park

Select a Chair and Vice Chair

Update on forest management of Sunfish Lake Park

Grant opportunities for mountain biking trails

### **Staff Reports and Commission Update**

Prchal gave an update on Central Greenway. Prchal reported that City staff met with Washington County staff on Dec 20<sup>th</sup> to discuss stakeholders and potential committee members. Prchal stated he would be on the Technical Advisory Panel and Mayek would be serving on the Community Advisory Panel. There will be a meeting for the Central Greenway in February.

Prchal also gave an update on Trail Source. They have begun to design trails for Reid and Sunfish Lake Park after Council gave their approval.

Frick asked if there was still a meeting scheduled with the Parks Commission regarding the 2040 Comprehensive Plan. Prchal explained that it would be a billable opportunity and that is not something that the City would like to pay for. Frick expressed that the 2030 plan included a meeting with the Commission. Frick requested the opportunity to review the draft of the Comp. Plan.

**Meeting adjourned at 8:26 p.m.**

**Respectfully Submitted,  
Tanya Nuss**



## STAFF REPORT

DATE: January 1, 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 was reviewed at the January 17<sup>th</sup> park commission meeting. The idea to construct the trails was on the 2017 CIP and is also on the 2018 CIP for the park. SASCA does indicate in their proposal that they will provide labor and tools. Staff has been working with SASCA to finalize the details of the proposal and determine what would be expected from both parties.

### **History of Reid:**

The land was once part of the Reid family farm and now contains a softball field with two play areas and a bike/walking path that winds through a wooded area and around a pond. Reid Park is also one of the parks used during Lake Elmo Jaycees annual Huff-n-Puff Days. The park has both passive and active uses. As identified in the Reid Park Plan, description uses range from picnicking, plant identification, walking, sport field use, and trail use (biking).

### **PROPOSAL:**

#### **Use:**

As indicated in the proposal SASCA would like to install 2+ miles of mountain bike trails within Reid Park. Though the primary design for the trails would be focused around the use of mountain biking, other groups could use the trails as well. Such as hikers, walkers, trail runners, and winter users such as snow shoeing and fat tire biking. The proposed timeline for the undertaking is approval by City Council in May, contract agreement in May between Lake Elmo and SASCA, trail construction to begin in May (weather dependent), and trail completion in August of 2018.

As with all parks it is the responsibility of the Public Works Department to perform and maintain all amenities within the parks system including making sure trails are clear for use. However, in this case SASCA has agreed to specifically maintain the mountain bike trails.

#### **Wetlands:**

Reid Park has two bodies of water that reside within the park. Neither of the lakes are located in the table within the City's shoreland ordinance nor do they appear on the DNR's lake finder search. Though there is a wetland within the park that does not mean biking would be restricted.

#### **Impact on surrounding properties:**

The park is predominately surrounded by residential properties except northern portion of the park. The majority of the trail is kept internal and does not necessarily run along the neighboring property lines. With

the majority of the residential properties being towards the western side of the park, the proposed trail will not run along those property lines as the walking trail does. The trail was also designed to be kept within the tree line to mitigate any visual impact. With that said staff does not anticipate bikers would cause more of a nuisance than other users within the park.

There is a pedestrian entrance from Easton Village which those residents more than likely would use as access as opposed to the main entrance. There is an established entrance with a parking lot which we would ask the riding team to use when they are building the trail as well as practicing together. Staff does not anticipate users to fill the lot except on a few occasions when the park is reserved or an event is taking place.

**Impact to other users:**

With the added amenity it is anticipated that the number of users in the park will increase. With the user type expected to vary the majority of the proposed trail is designed to mitigate the number of times it will cross over into another use (walking trails). The design of the trail is predominately located in areas which do not have an established use, thus not actively used. It is important that the park be a safe and useful amenity for all residents and visitors, though incidents may occur as with any use, staff feel that the proposed design is appropriate.

**Signage:**

Where intersections occur trails would be marked displaying the direction of travel and expectations. SASCA has agreed to provide intersection markers. The signs would be on both the walking trail as well as the bike trail. There can also be signage placed at the entrance to further inform users of expectations as well as conditions of trails after rain events. Such as: “Riders must wait 2 hours after a rain event before trail use” and “Be good stewards remove all trash”. This type of sign is not being proposed by SASCA but instead may be an addition down the road.

**Lighting:**

There is no proposal of lighting and the regular hours of park use would still apply.

**Liability:**

After communication with the City insurance carrier, there would be no increase of cost by adding this amenity to the parks system. SASCA has provided proof of insurance and will include the City onto their policy.

**ISSUE BEFORE THE COMMISSION:**

How would the Parks Commission like to proceed with developing a plan for mountain biking throughout Reid Park, does the Commission find issue with the proposal?

**FISCAL IMPACT:**

Currently there would be no cost or increase in costs to the City. Costs would only come if the City would choose to make further investments into the park.

**OPTIONS:**

- 1) Recommend approval of trail development as proposed by SASCA as well as the MOU.
- 2) Recommend denial of trail development as proposed by SASCA.
- 3) Amend the proposal and recommend approval of SASCA proposal and MOU.

**RECOMMENDATION:**

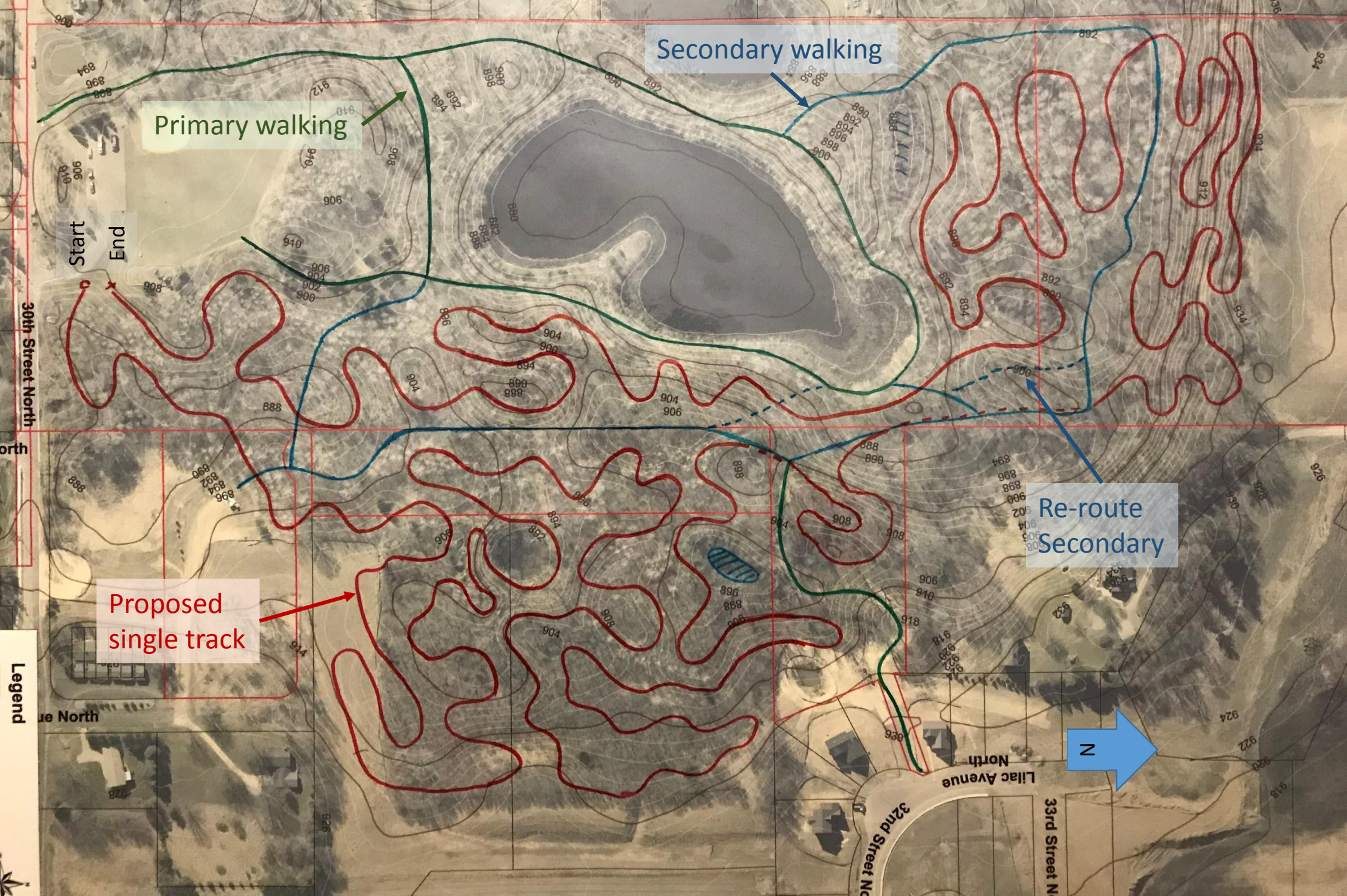
Given the current condition and manner in which the amenity will be added there appears to be a minimal risk to the City financially and otherwise. The development would also provide a promising opportunity for community involvement and connection to the Stillwater School District. Both staff and public works, who would oversee the general maintenance and installment of the park, and agree that over its lifetime this added use will not demand an increase on workload.

Staff recommends approving SASCA's proposal and MOU to develop mountain bike trails within Reid Park. "Recommend approval of trail development as proposed by SASCA as well as the MOU"

**ATTACHMENTS:**

- Final Concept Map
- Memorandum of Understanding (MOU)
- Proof of insurance
- Costs
- Woodbury comments relating to their trail
- Radius map





# MEMORANDUM OF UNDERSTANDING

BETWEEN THE

Stillwater Area Scholastic Cycling Advocates

AND THE

City of Lake Elmo

Reid Park – Lake Elmo, MN

## INTRODUCTION AND PURPOSE

Stillwater Area Scholastic Cycling Advocates (SASCA) and the City of Lake Elmo (City) of MN are interested in promoting mountain biking as an outdoor recreation and fitness activity and in developing and maintaining quality trails for beginner to intermediate ability levels within Reid Park.

This memorandum identifies specific projects, including the design and construction of bike park features, bike park maintenance, and mountain bike patrol activities, which SASCA volunteers have agreed to provide as service to the City, establishes the responsibilities and conditions under which that volunteer service will be provided, and delineates the responsibilities of the City.

This memorandum constitutes solely as a guide to the obligations, intentions and policies of the parties involved. It does not serve as a legal agreement.

## SCOPE OF THE AGREEMENT

### **Ownership of Improvements**

All improvements, constructed on City park property, shall be, and remain the property of the City. All materials including records, data, and other information acquired, developed or documented under this MOU shall be the property of the originating party, unless otherwise mutually agreed upon by both parties.

### **Term of Agreement**

The term of this MOU shall start March 1, 2018, and extend through Feb 28, 2020. City and SASCA can subsequently agree to extend this agreement on an annual calendar year basis with the approval of both parties.

### **SASCA Volunteers**

Volunteers assigned to work under this agreement at Reid Park are volunteers of SASCA and are covered under the policies and procedures of SASCA in relation to volunteer organization and management. Volunteers are not employees of or individual volunteers of the City, however they will receive training enabling them to represent the relationship between SASCA and the City.

### **SASCA Responsibilities**

- Provide technical support to the City in determining the location and design of technical features consistent with the planned ability level of bike trails in accordance with International Mountain Bike Association (IMBA) guidelines.
- Provide and supervise volunteers in the construction of approved technical features.
- Utilize tools owned by SASCA and the City tools that may be made available by the City Public Works Director.

- Technical features and trail development must conform to IMBA guidelines and the City approved designs.
- Train and supervise volunteers in appropriate construction techniques in accordance with IMBA guidelines.
- Identify a crew leader and submit name to the City Planner.
- Coordinate work schedule and on-site public notification, when needed, with the City Planner and Public Works Director.
- SASCA volunteers may use bikes in the on-site planning and testing of technical features and trails prior to opening features to the public.
- Provide volunteers to assist with the inspection and hand-work maintenance of the trail.
- Ensure that all volunteers have received training in bike park inspection and maintenance responsibilities.
- SASCA volunteers are authorized to sculpt and/or remove dirt as need throughout the biking area.
- Perform routine maintenance activities. In the event that SASCA is unable to safely and promptly address an identified issue that may create an unsafe situation, the SASCA volunteer should notify the City Public Works Director.
- Prior to making any bike trail alignment changes, submit recommendations to the City for any significant alignment changes that may be contemplated by SASCA in carrying out the volunteer duties as outlined in the MOU.
- Recommend to the City for consideration the types of trail, location and language directional, cautionary and informational signs and install (if requested by City).
- A designated SASCA representative(s) may make recommendations to the City Planner and Public Works Director as to when to close and re-open the bike trails due to poor conditions or other unforeseen circumstances observed during bike patrol or maintenance activities.
- SASCA may provide volunteers identified and trained by SASCA as trail stewards to ride and monitor the park trails.
- SASCA representatives should call 911 for emergency assistance. Contact the Washington County Sheriff's Office at 651-439-9381 specifically for non-emergency situations such as, to report suspicious activity, uncooperative behaviors, or unauthorized bike park use.
- SASCA may not interfere with the enjoyment of park users and must abide by City Ordinances.
- In the event that larger equipment is needed, notice shall be given to the public works department 3 days in advance.
- During construction and maintenance SASCA must notify Public Works at least 48 hours prior if work will be done on weekends.
- SASCA must get approval from Public Works prior to using any chemical treatments in the park.
- SASCA will coordinate with Public Works to determine when it is acceptable to use power tools that may be heard by neighbors.
- SASCA shall provide supplemental indemnification policy to the City with regard to any claims, causes of action or demands that might be brought against the City arising out of the uses authorized by this Agreement; and further agrees to provide to the City evidence of insurance coverage of at least \$1,000,000 of combined single limits covering claims that might be brought against them and/or the City that arise out of the uses authorized by this Agreement and to name the City as an additional insured on their policy. This proof of insurance shall be provided to the City Administrator prior to any construction commencing and subsequently not later than April 1<sup>st</sup> of each year.
- Volunteers must use the established main entrance and parking lot.

**CITY OF LAKE ELMO RESPONSIBILITIES:**

- To review and approve design and implementation plans for all agreed to volunteer activities.
- To purchase materials, if needed, to be used for maintenance and upkeep of approved technical features and trail development.
- To loan hand-tools for construction and maintenance activities, upon request and approval of the Public Works Director.
- To provide support for approved work on a schedule agreed to by the City Planner and Public Works Director.
- To remove and dispose of yard waste; e.g. large quantities of buckthorn, generated during the construction of the trail. SASCA must coordinate, in advance, with the Parks Department where and when to leave the waste.
- To review and approve recommended technical features and trails construction schedules and bike trail maintenance schedules.
- To recognize SASCA’s contributions for bike trail design and construction and volunteer maintenance, support in appropriate signage at an appropriate location in a manner approved by the City Planner.
- To notify SASCA of bike park closures or events which affect the use of the bike park for posting on the SASCA web site.

**Hold Harmless Agreement**

SASCA and the City each agree that they will be responsible for their own acts and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Each party, therefor, agrees that it will assume all risk and liability to itself, its agents or employees, for the injury to persons or property resulting in any manner from the conduct of its own operations and their accepted responsibilities found in this Permit. The City does not provide any warranty or certification that this area is best suited for the planned uses by SASCA.

**Termination of Agreement**

This MOU may be terminated by either party upon delivery of 30-day written notice to the other party.

**Amendment of Agreement**

This MOU shall not be altered, changed or amended except by written mutual agreement of the parties

**SASCA Contacts:**

Calvin Jones  
SASCA Board of Director  
651-472-7187  
[StillwaterMTB@gmail.com](mailto:StillwaterMTB@gmail.com)

Matt Lehmann  
SASCA Board Member  
651-387-8508  
[mattlehmann218@gmail.com](mailto:mattlehmann218@gmail.com)

**City of Lake Elmo Contacts:**

Ben Prchal  
City Planner  
651-747-3911  
[bprchal@lakeelmo.org](mailto:bprchal@lakeelmo.org)

Rob Weldon  
Public Works Director  
651-747-3941  
[rweldon@lakeelmo.org](mailto:rweldon@lakeelmo.org)

For Stillwater Area Cycling Advocates (SASCA)

For City of Lake Elmo

\_\_\_\_\_Date\_\_\_\_\_

NEED NAME AND TITLE

\_\_\_\_\_Date\_\_\_\_\_

NEED NAME AND TITLE





**ATTACHMENT C – *Optional trail enhancements***

<b>Option</b>	<b>Line item</b>	<b>Cost</b>
Signage	Map at entrance	\$460
	Rules sign	\$460
	Support materials	\$150
Trail side work station	Tool stand	\$800
	Pump	\$400

All expenses shown are estimates. Options will be pursued with the Cities guidance provided funding is available either from fundraising, third party donations or directly from the City.

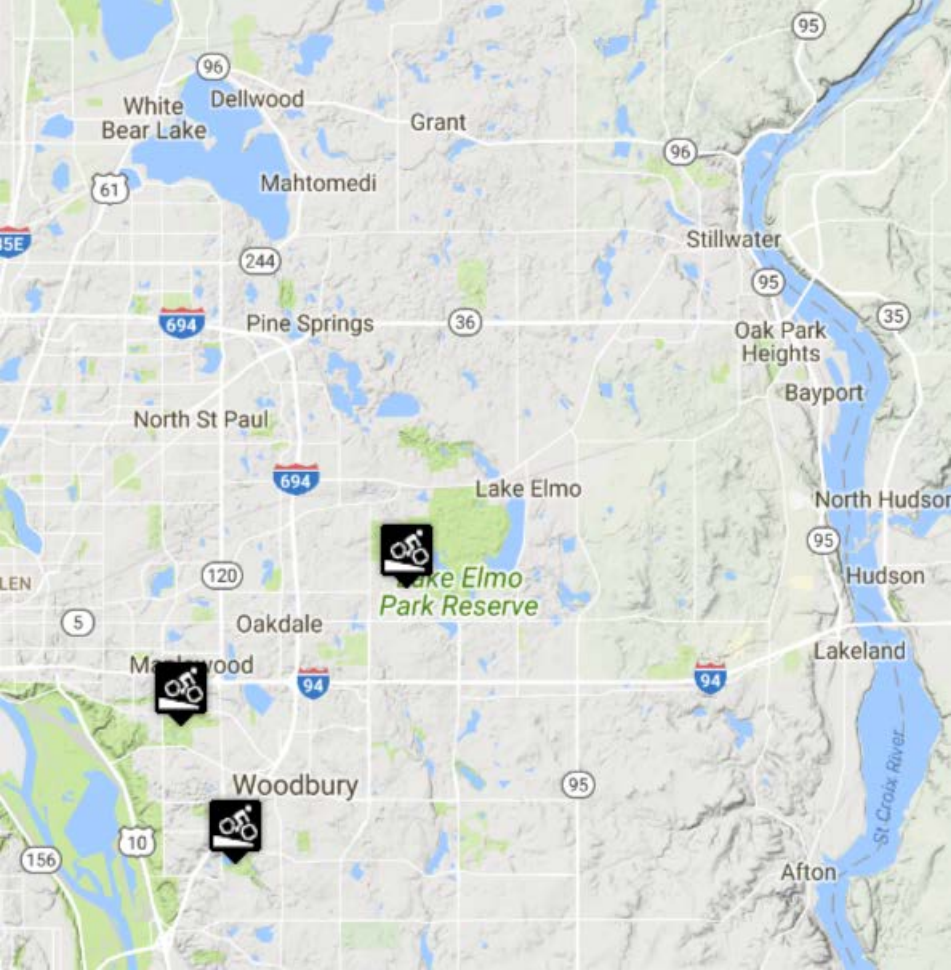
Below is a dialog of comments which came from Woodbury's Recreation Manager regarding Carver Lake Park, their only park with multi use trails (purpose built for mountain bikes)

Woodbury's Carver Lake Park has multiple amenities such as volleyball courts, beach, playground, and picnic areas. The park also contains 6 miles of multi-use trails which have been specifically designed for mountain bike use. With the trails being focused towards mountain bikers, all other trail users yield to them. With the trail being a one way single track, there needs to be a level of respect between riders and other trail and park users. The trails receive a wide range of cyclists from families with young kids to more mature riders. It was indicated that the majority of riders are mature professionals between the age of 30 and 40. Although there are more and more families and youth riding every year. It's also a hot spot for the HS league teams to practice and train.

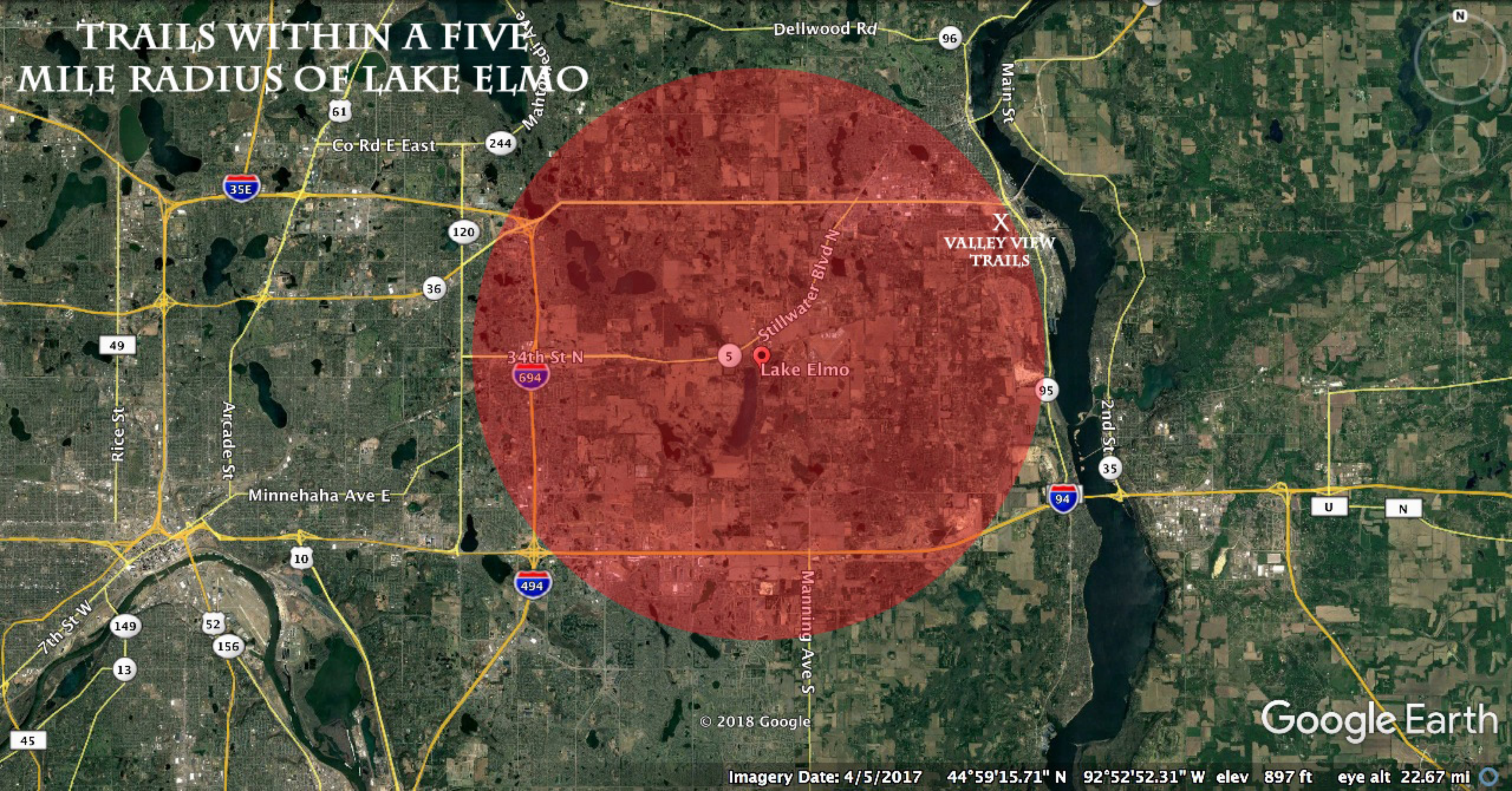
It is to be understood that there could be some conflict between users especially when the trail crosses over a paved walking trail. After the trail construction they have gone back to rework the intersections to improve upon the safety and line of sight. Initially there were complaints and some are still received on occasion but they are shadowed by the amount of compliments which are received by users. Now that it has grown in popularity the park hosts youth and adult camps and clinics and one winter bike race each year.

**One note** (added by Woodbury staff)– This is simply and briefly explaining Woodbury's experience with our off-road cycling trail and park users. By no means are we recommending that Lake Elmo build a trail. It has to be a good fit for your community and we are not suggesting that you build or not build an off-road cycling trail.





# TRAILS WITHIN A FIVE MILE RADIUS OF LAKE ELMO



© 2018 Google

Imagery Date: 4/5/2017 44°59'15.71" N 92°52'52.31" W elev 897 ft eye alt 22.67 mi

Google Earth



## PARKS COMMISSION COMMUNICATION

DATE: 2/21/18

ITEM #: 7

**AGENDA ITEM:** Hammes 3<sup>rd</sup> addition – Park update

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

**REVIEWED BY:** Emily Becker, Planning Director

---

### **BACKGROUND:**

Hammes received Final Plat approval on October 7, 2014.

A condition of Preliminary Plat was that a play structure be included within Goose Lake Park, but upon further review, the Parks Commission proposed a different location at a later meeting in order to minimize the removal of significant trees and the proposed location's proximity to Keats Avenue. The developer has included the totlot (to be Homeowners' Association (HOA)-owned and maintained) within Outlot C, as recommended by the Parks Commission.

### **ISSUE BEFORE COMMISSION:**

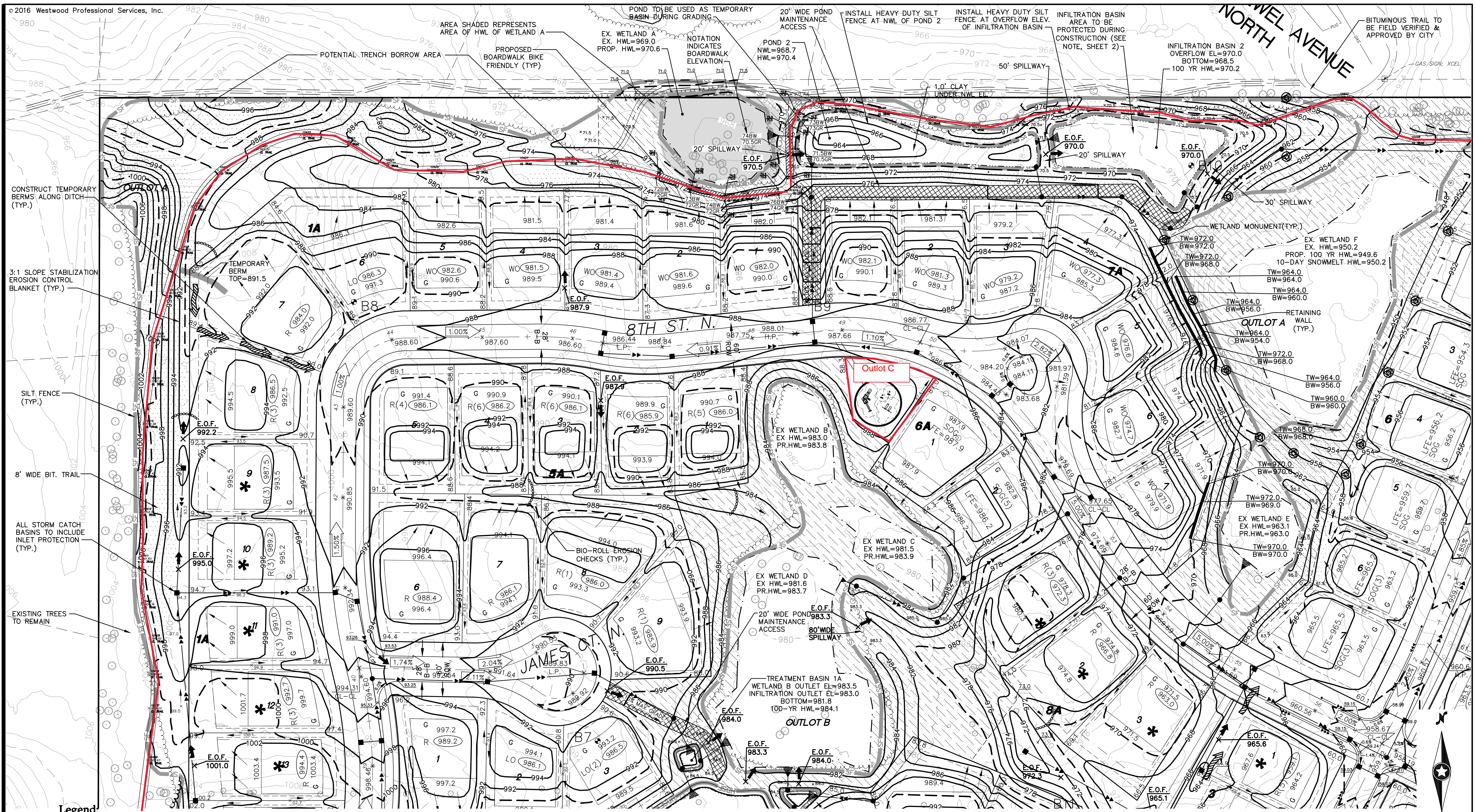
Staff is providing an update on the status of the Hammes 3<sup>rd</sup> Addition Final Plat. The developer has already received Preliminary Plat approval, which provides the developer development rights.

### **DETAILS/ANALYSIS:**

- The Developer has already satisfied the requirements by dedicating 5.7 acres of park land to the development, along with a cash contribution of \$107,554 for park dedication requirements. The developer will receive a credit from the cash amount due for the actual costs of Goose Lake Park improvements including a 16-foot by 24-foot shelter, picnic table, bike rack, grill station, retaining wall, fishing pier, canoe rack, concrete hard surface, woodland seed mix restoration, landscaping and parking lot improvements.
- The park land dedication consists of Outlots A and E to the City for use of trails. It was already determined at Preliminary Plat that parkland dedication credit would be provided for these outlots.
- A boardwalk will be installed within the wetland area (shown on attached grading plan)
- A totlot will be installed within outlot C – Staff has recommended that a condition of Final Plat approval be that Staff and the Parks commission review and approve plans for the totlot prior to installation. (shown on attached grading plan)
- The play structure was to be included within Goose Lake Park, it has since been moved due to concerns of its location to Keats Avenue and possibility of significant tree removal. The totlot will be privately owned and maintained by the HOA.

### **ATTACHMENTS:**

- Grading Plans – Showing Outlot A board walk, Outlot C totlot, and Outlot E trail



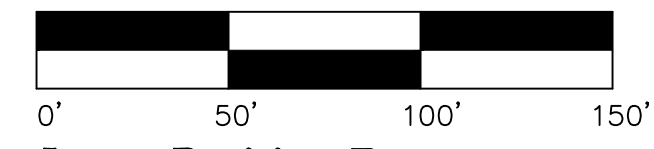
**Legend:**

- |   |  |   |   |
|---|--|---|---|
| <ul style="list-style-type: none"> <li> DENOTES SOIL BORING</li> <li> DENOTES SILT FENCE</li> <li> DENOTES HEAVY DUTY SILT FENCE</li> <li> DENOTES EXISTING CONTOURS</li> <li> DENOTES PROPOSED CONTOURS</li> <li> DENOTES PROPOSED INTERIM CONTOURS</li> </ul> | <ul style="list-style-type: none"> <li> DENOTES FUTURE STORM SEWER</li> <li> DENOTES EXISTING STORM SEWER</li> <li> DENOTES PROPOSED STORM SEWER</li> <li> DENOTES EXISTING TREE LINE</li> <li> DENOTES EXISTING SPOT ELEVATION</li> <li> DENOTES PROPOSED SPOT ELEVATION</li> </ul> | <ul style="list-style-type: none"> <li> DENOTES BIO-ROLL EROSION CHECKS</li> <li> DENOTES EMERGENCY OVERFLOW ELEVATION</li> <li> DENOTES 3:1 SLOPE STABILIZATION EROSION CONTROL BLANKET</li> <li> DENOTES WETLANDS</li> <li> TEMPORARY DITCHING</li> </ul> | <ul style="list-style-type: none"> <li> DENOTES WETLAND BUFFER MONUMENT</li> <li> DENOTES WETLAND BUFFER</li> </ul> |
|---|--|---|---|

\* EXISTING AND PROPOSED SITE CONTOUR ELEVATIONS RELATED TO NAVD 1988 DATUM.

\* BUILDER WILL BE REQUIRED TO INSTALL DRAINTILE AROUND THE PERIMETER OF FOUNDATION

NOTE: ALL TEMPORARY BERMS, DITCHES & CULVERTS MUST BE INSTALLED WITHIN 15 DAYS FROM COMMENCING WORK ON THE SITE.



Latest Revision Date: 07/07/17

Date: 06/20/16 Sheet: 3 OF 15

**Westwood**  
 Westwood Professional Services, Inc.  
 7699 Anagram Drive  
 Eden Prairie, MN 55344  
 PHONE 952-937-5150  
 FAX 952-937-5822  
 TOLL FREE 1-888-937-5150  
 www.westwoodps.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed PROFESSIONAL ENGINEER under the laws of the State of Minnesota.  
  
**John Bender**  
 Date: 07/07/17 License No. 43358

**Revisions:**

07/11/16	WATERSHED COMMENTS
07/25/16	CITY WATERSHED COMMENTS
08/11/16	CITY WATERSHED COMMENTS
08/29/16	CITY COMMENTS
09/19/16	CITY COMMENTS
07/07/17	REV. PAD LIFE'S

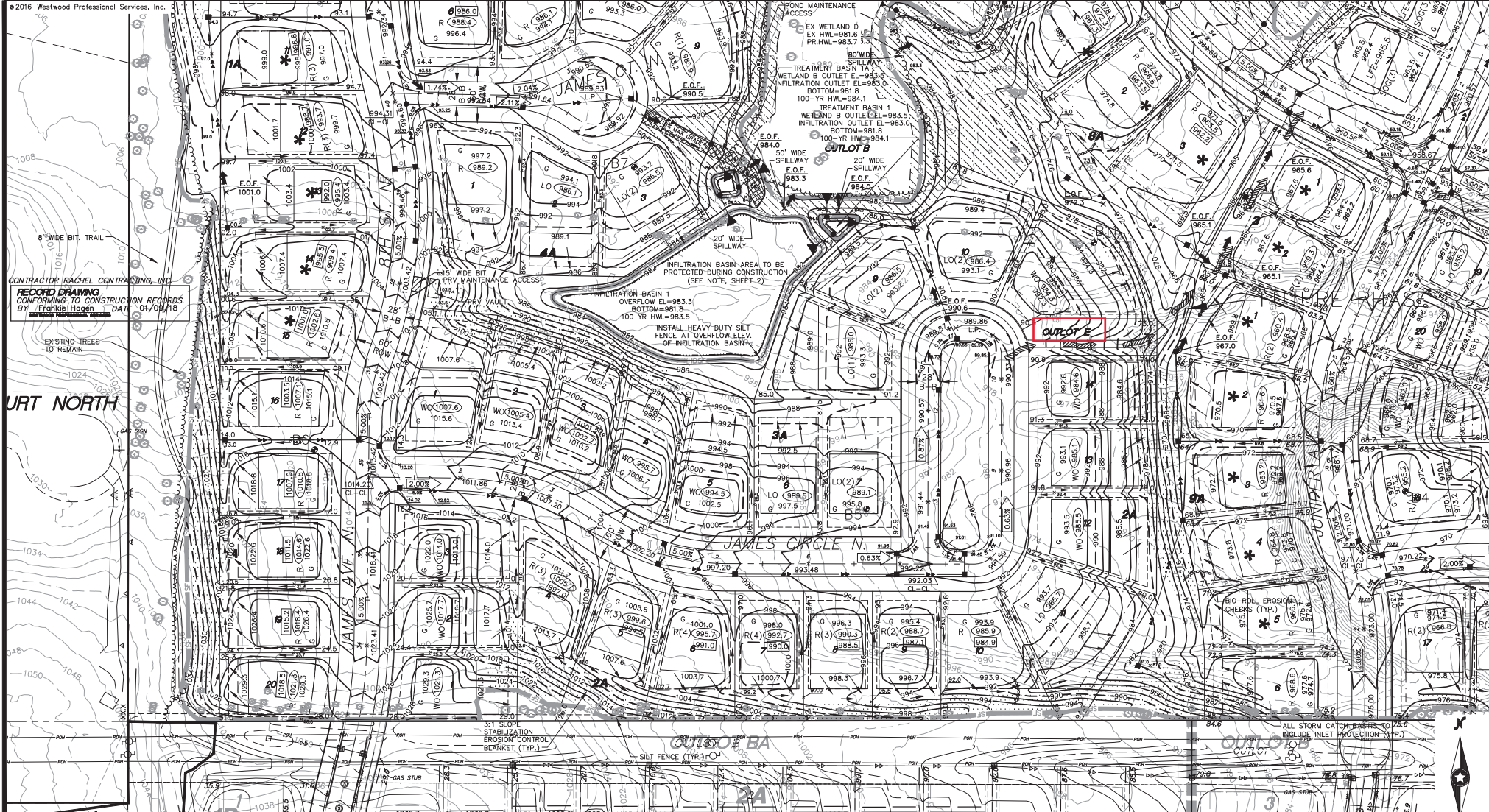
Designed:	
Checked:	
Drawn:	
Record Drawing by/date:	JPM

Prepared for:  
**Rachel Development**  
 4125 Napier Court NE  
 St. Michael, Minnesota 55376

**Hammes Estates**  
 Lake Elmo, Minnesota

**Grading, Drainage & Erosion Control Plan**

Call 48 Hours before digging:  
**811 or call811.com**  
 Common Ground Alliance



CONTRACTOR RACHEL CONTRACTING, INC.  
**RECORD DRAWING**  
 CONFORMING TO CONSTRUCTION RECORDS  
 BY Frankie Hagen DATE 01/09/18

**CURT NORTH**

**Legend:**

- DENOTES SOIL BORING
- DENOTES SILT FENCE
- DENOTES HEAVY DUTY SILT FENCE
- DENOTES EXISTING CONTOURS
- DENOTES PROPOSED CONTOURS
- DENOTES FUTURE STORM SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING TREE LINE
- DENOTES EXISTING SPOT ELEVATION
- DENOTES PROPOSED SPOT ELEVATION
- DENOTES BIO-ROLL EROSION CHECKS
- DENOTES EMERGENCY OVERFLOW ELEVATION
- 3:1 SLOPE STABILIZATION EROSION CONTROL BLANKET (TYP.)
- DENOTES WETLANDS
- DENOTES TEMPORARY DITCHING
- \* EXISTING AND PROPOSED SITE CONTOUR ELEVATIONS RELATED TO NAVD 1988 DATUM.
- DENOTES WETLAND BUFFER MONUMENT
- DENOTES WETLAND BUFFER
- \* BUILDER WILL BE REQUIRED TO INSTALL DRAIN TILE AROUND THE PERIMETER OF FOUNDATION
- NOTE: ALL TEMPORARY BERMS, DITCHES & CULVERTS MUST BE INSTALLED WITHIN 15 DAYS FROM COMMENCING WORK ON THE SITE.



Latest Revision Date: 01/10/18  
 00092820703.dwg  
 Date: 06/20/16 Sheet: 4 OF 15

**Westwood Professional Services, Inc.**  
 1909 Augsburg Drive  
 Eden Prairie, MN 55344  
 PHONE 952-837-6150  
 FAX 952-837-6029  
 TOLL FREE 1-888-937-6858  
 www.westwoodps.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.  
  
**John Decker**  
 Date: 01/09/18 License No. 43398

**Revisions:**

07/11/16 WATERSHED COMMENTS	07/20/16 2ND AOC RECORD GRADING PLAN
07/11/16 CITY WATERSHED COMMENTS	07/20/16 ADDD 3RD AOC, MW
08/20/16 CITY COMMENTS	
09/15/16 CITY COMMENTS	
07/27/17 REV. P&E LETS	

**Details:**

Client:	
Contract:	
Drawn:	
Checked:	
Issue:	Issue Drawing by/Date: RCH/11

Prepared for:

**Rachel Development**  
 4125 Napier Court NE  
 St. Michael, Minnesota 55376

**Hammes Estates**  
 Lake Elmo, Minnesota

**Grading, Drainage & Erosion Control Plan**



## STAFF REPORT

DATE: 2/21/2018

**REGULAR**

ITEM #: 8

**TO:** Parks Commission

**FROM:** Rob Weldon, Public Works Director

**AGENDA ITEM:** Adopt-a-Park Program

**REVIEWED BY:** Ben Prchal, City Planner  
Kristina Handt, City Administrator

---

**BACKGROUND:** During the August 8, 2017 Parks Commission Meeting direction was given to further explore and create and Adopt-a-Park Program for Lake Elmo City Parks.

**ISSUE BEFORE COMMISSION:** Does the Parks Commission recommend adoption of the accompanying Adopt-a-Park Program and recommend approval to the City Council?

**PROPOSAL DETAILS/ANALYSIS:** An Adopt-a-Park Program would consist of very minor park maintenance focusing on making parks more appealing. Volunteers would perform tasks such as general spring, summer and fall clean-up to remove debris, flower planting, and weeding. All materials needed would be provided by the city and coordinated through Public Works

Adopt-A-Park is a public service program for volunteers who are interested in cleaning up Lake Elmo's City Parks and making them more appealing to users. It is an excellent way for residents and organizations to make a personal contribution to the community.

**FISCAL IMPACT:** There would be minimal fiscal impact for the cost of Adopt-a-Park signs. This cost can be managed through the Parks General Budget. A volunteer program such as this may potentially save the city money as it could reduce the need for public works staff to carry out minor maintenance activities.

**OPTIONS:** Recommend approval of Adopt-a-Park Program to City Council  
Amend and then recommend approval of Adopt-a-Park Program to City Council  
Deny approval of Adopt-a-Park Program

**RECOMMENDATION:**

*“ Motion to recommend adoption of the City of Lake Elmo Adopt-a-Park Program to the City Council”*



## **City of Lake Elmo Adopt-a-Park Program**

Adopt-a-Park Program is a Public Service Program

### **Program Philosophy**

To serve as an avenue for citizen involvement that will generate civic pride through personal interaction and awareness.

### **Program Objective**

To organize a volunteer effort to clean, beautify, develop and build pride in the city parks of Lake Elmo. This program aims to generate a safe and enjoyable atmosphere for individuals and organizations who participate in assisting with beautification of our city parks. Participants in the Adopt-a-Park Program will assist in an effort to improve the appearance and quality of our community and lead toward a cleaner, healthier environment.

### **Adopt-a-Park Information**

Who can participate?

The program is open to individuals, families, groups, religious organizations, service organizations, schools, businesses, and other community organizations.

What are the program benefits?

Participants will volunteer to positively impact the appearance, quality, and safety of our city parks while creating teamwork and the satisfaction of bettering our city as a group. Participant's name/group/business will be acknowledged on an Adopt-a-Park sign placed in a designated area of their adopted park

### **Program Guidelines**

1. Entities may apply for parks on a first-come, first serve basis. Entity leader shall work with the Public Works Department to evaluate size of park, number of volunteers, etc. during application process. Applications are available on a year-round basis and are available at City Hall.
2. Each group must have a Point of Contact Leader who will act as the representatives of the organization. The Point of Contact must be eighteen (18) years of age or older and is responsible for the following:
  - a) Complete Adopt-a-Park application and return to City Hall.



- b) Communicate with Public Works Staff any issues or concerns with the program in a timely manner.
  - c) Complete log sheets of volunteer hours and return them to City Hall in a timely manner after work is completed.
  - d) Request and return any used city owned equipment or material to be used during volunteering in the Adopt-a-Park program.
3. Adoption term will be for two (2) years.
4. All volunteers who are participating need to complete a waiver of liability BEFORE service. Volunteers who are under the age of eighteen (18) must have a parent/guardian co-sign a waiver of liability form and be supervised by an adult during service.
5. Groups must complete a minimum of one monthly park work event during spring, summer and fall seasons.
6. Recommended service tasks include
  - a) Picking up Litter/Sticks/Rocks/Debris
  - b) Flower/shrub bed planting and maint.
  - c) Sweeping
  - d) Raking
  - e) Pulling weeds
  - f) Watering vegetation
  - g) Reporting graffiti, broken equipment, or other unsafe conditions
7. Other service tasks are available under supervision/direction of Public Works Department and must be given appropriate approval from the department prior to work beginning. These tasks include
  - a) Painting
  - b) Assisting with playground installation
  - c) Assisting with construction
  - d) Assisting with park events and programs





- e) Other miscellaneous basic maintenance
- 8. The Public Works Department may provide supplies and equipment. Unused supplies and Public Works equipment must be returned to the Public Works Department. The use of power tools and ladders are not recommended and the city assumes no liability.

### **Safety**

1. Service is to be completed during daylight hours and in good weather conditions.
2. Groups are required to supply a first aid kit and have the kit available for any incidents that may occur during service.
3. Only approved tasks should be performed during service.
4. Utilize personal protective equipment (PPE) and wear protective clothing including work gloves, sturdy shoes and long sleeved shirts and pants to prevent injury from sharp objects, insect stings, sunburn and poison ivy.
5. Participants shall stay away from areas where chemicals have recently been applied or other hazardous areas within the service area.
6. Groups should use sunscreen and insect repellent when necessary and have water available for volunteers.
7. To avoid trespassing onto private property groups should/must stay within park boundaries.

If you are picking up litter, use caution in handling collected items. Do not crush collected items; broken or jagged objects could cause injury. Do not try to pick up heavy, large or hazardous materials. Notify Public Works for pickup of these materials.



For office use only

Accepted: Y N

Park: \_\_\_\_\_

Term Dates: \_\_\_\_\_

Sign Date: \_\_\_\_\_

ORGANIZATION/BUSINESS (name will appear on sign): \_\_\_\_\_

GROUP CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

PREFERRED ADOPTION SITE 1<sup>st</sup> choice: \_\_\_\_\_

2<sup>nd</sup> choice: \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_\_

APPROXIMATE NUMBER OF VOLUNTEERS \_\_\_\_\_

Agency does not need to contact Public Works before work days for the following tasks: raking, picking up litter/sticks, sweeping, or watering vegetation. Other tasks need approval from the Public Works Department.

I, \_\_\_\_\_ represent \_\_\_\_\_ in signing this agreement to perform within the scope of the agreement as identified.

I understand that all contributions and project assistance are intended to contribute to the overall city park system and are not intended to offset, nor replace, normal city budgets or maintenance operations. All contributions may be accepted or rejected by the City of Lake Elmo.

I understand that participation is completely voluntary and that the activity is being offered for the benefit of the named participant. I agree that the participants are participating in the activity at their own risk. I also agree that the City of Lake Elmo, its agents and employees will not be liable for any claims, injuries or damages of any nature incurred by the participants due to the negligence of the City, its agents or employees, arising out of or connected with the activity. On behalf of myself of the participants, I expressly release and discharge the City of Lake Elmo to use any photographs and/or video taken by the city of the individual named herein, in city informational publications released to the general public.

\_\_\_\_\_

Signature Date



**Adopt-a-Park Agency Log Sheet**

Agency Name \_\_\_\_\_ Date(s) \_\_\_\_\_

Adoption Site \_\_\_\_\_

Hours Worked: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_

Total Number of Logged Hours this period: \_\_\_\_\_

Tasks performed: \_\_\_\_\_

---

---

---

---

---

---

Supplies and equipment used: \_\_\_\_\_

---

---

Comments for park staff (unsafe areas, ideas, concerns) : \_\_\_\_\_

---

---

---

\_\_\_\_\_  
Contact Person Name

\_\_\_\_\_  
Date