



*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  
March 19, 2018 6:30 PM**

### **AGENDA**

1. Call to Order
2. Approve Agenda
3. Approve Minutes
  - a) February 21, 2018
4. Revote to select a Chair and Vice Chair for the Parks Commission
5. Presentation - Sally Manzara Interpretive Nature Center
6. Lions Park – Tennis Court Removal
7. Tennis Camp Proposal
8. Adopt a Park
9. April 2018 Meeting Agenda
  - a) None at this time
10. Communications
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 February 21, 2018

**Members Present:** Chair Frick, Commissioners Mayek, Nelson, Olinger, Steele, Weeks, Zeno

**Members Absent:** Commissioners Ames, Nuenfeldt

**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 made a motion to move Reid Park to the 5<sup>th</sup> item on the agenda and the Comp Plan would move to item 6 and Weeks seconded the motion. Motion passed.

### Approval of Minutes

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

### Select Chair and Vice Chair

Mayek nominated Nelson for Chair. Nelson nominated Frick. Commission selected Nelson for the Chair.

Weeks nominated Frick for Vice-Chair. Commission voted Frick as the Chair.

The Commission decided leave the Secretary position vacant.

### Reid Park Mountain Biking Proposal from SASCA

Prchal stated that SASCA approached the City to develop mountain bike trails in Reid Park.

They are proposing a little over 2 miles of trail that they would design, install, and maintain. Prchal presented the proposal.

Matt Lehmann, SASCA representative explained the trail would stay out of the west side of the park and within the tree line. They would not cut down any trees larger than 4 inches. It would not cross the primary walking path and they would look to minimize crossing the secondary path. He explained that bikers would yield to walkers.

Discussion about existing parking, that there are issues during sports activities, added people driving to and using the bike trails. Mayek said it would be a great neighborhood amenity but not long enough for people to drive there to use it. Steele suggested monitoring the use of the parking lot for a year and adding improvements to the CIP if needed. Steele asked that the language of the contract would include that the City would be able to set the standard of the quality of the trail and needs to have the final approval.

Rolf Larson, 11720 Little Bluestem Ct. N asked if walking trails would disappear or be replaced.

A resident (that did not state their name or address for the record) had questions about SASCA, how the trail will be paid for, the growth of Lake Elmo, the displacement of wildlife at the park by constructing the trail and her enjoyment of the park.

Lehmann explained that SASCA is an organization and operates with fundraising and volunteers and will be a low-cost endeavor. The goal was to minimize the impact on the City. He explained that wildlife love the trails instead of having to walk through bushes. He also explained that the trails require concentration and they are fairly quiet due to this focus, not usually yelling.

Janel Surgenor, 11725 32<sup>nd</sup> St. N asked about the existing walking trails if there would be any updates or maintenance done to the existing trails including addressing the flooding that occurs between Easton Village and Reid Park in the Spring.

Lehmann explained he would not be making any changes to the walking trails. Prchal said the funding for those would be from the City and is a separate issue.

A resident asked about low areas, wet muddy areas, are they designed around or would you be bringing in class 5 or otherwise mitigating the trails?

Lehmann explained that going around low areas is preferred and when it is not possible they would rather build a low bridge than bring in gravel since it is not sustainable nor aesthetic.

Sarah Berkowitz, 11063 11<sup>th</sup> St. N said she has gotten into the sport of mountain biking with her son. She spoke about riding on other trails. She feels this is an asset to Lake Elmo and will allow more people to get active and utilize the parks.

Gerald Olson, 2932 Legion Ave. N has some concerns about the amount of runoff from the construction occurring in the area flooding the park. He also had concerns about how the bikes would interact with people walking their dogs; he stated there are a lot of people that walk their dogs in the park. He is also concerned with the number of people increasing in the park and the impact on wildlife, animals will leave the park due to more human activity.

Richard Schroeder, 11347 30<sup>th</sup> St. N. He also submitted an email. He feels not enough people are aware of the mountain biking, he also feels that the trails are a large footprint of the park and there could be a better balance.

Mayek commented that all of trails developed for mountain biking in MN have been developed for multiple uses, such as trail running, not just mountain biking.

Robert Berkowitz, 11063 11<sup>th</sup> St. N, has lived in his home for 18 years, works for South Washington Schools and has a senior in high school on the Mountain Bike team. He has a younger child that also bikes. He said these trails are for younger kids starting out and for families, not competition type trails.

A resident (that did not state their name or address for the record) asked why mountain bikers need more access to trails and is concerned about safety along 31<sup>st</sup> St.?

Craig Knoll, 3127 Laverne Ct. N is excited to see some development to the park since it is largely undeveloped, however is looking for some balance. He is an avid dog walker in the park. Asked about the parameters of trail usage between snowshoe and mountain bike.

Frick stated that there is money in the 2018 CIP for Reid Park to improve the walking trails.

Prchal confirmed there is \$25,000 for the trails.

Questions about regarding how the public was notified about the park plan. Prchal responded that it was put into the CIP in 2017. All of the meetings about the CIP are public, including Parks, Planning, and City Council. There was a Public Hearing at the Planning Commission. It was published in the Fresh and the City Facebook page.

Discussion about signage and funding for signage. There is funding for intersection and directional signs, however maps or rule signs would require fund raising.

Steele said he would like to see this brought back in March to the Parks Commission with all the changes to the language mentioned and all the neighbors within a certain radius notified.

Mayek said that he feels they have provided a good plan and it is ready to move forward.

Olinger asked if this was brought back in a month would it cause a significant delay and would they be able to complete this in a year?

Lehmann stated that Valley View took six months to build but that it was a much more difficult trail.

Mayek made the motion to approve the development of a trail by SASCA, seconded by Olinger. Motion passed. Zeno abstained and Frick and Steele voted no.

### **Presentation – Drafted Parks Chapter for the Comprehensive Plan**

Jennifer Hanscamp presented an outline of Comp Plan and mentioned the requirements from the Met Council. She is proposing that the two chapters that are related to the Parks Commission are combined into one. The combined chapter would become a higher level comprehensive goals and the details would be moved to a system plan. Additionally she is looking to expand the natural resources component.

Hanscamp said that all of the information is available on the project website. She mentioned that the Advisory Panel and the public – parks and open space is the defining character of the community – the theme of access whether private or public and how to be active

Chapter would be available next month. The workshop handout would be completed and returned to Hanscamp by March 9 to be included into the Chapter.

### **Hammes 3<sup>rd</sup> Addition Final Plat - Update**

Prchal gave a brief update, stating it was approved and providing a copy of the approval. No action needed for this item.

### **Adopt-A-Park**

Weeks made a motion to table this item to the March meeting, seconded by Mayek. Motion passed.

### **March Meeting**

Adopt-A-Park

Sally Manzara Interpretive Center presentation/update on the project

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

Prchal gave an update on Central Greenway. Prchal reported that City staff met with Washington County staff – they will be calling on Mayek in near future.

Prchal reported the 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.

Weldon gave an update on Forest Management Plan 2018 – staff does not have time or forestry ability, they will need would need to hire this out to a company. Great River Greening was a company that has reached out for projects.

Weldon also reported that he is looking to use Sentence to Serve individuals for buck thorn removal and other beautification in parks one day a week during the year.

Frick and Mayek stated that the trails were groomed well this year.

Steele asked that if grants are applied for that the information is relayed back to the Commission. Prchal reported that he submitted for a grant for Parks for Kids.

**Meeting adjourned at 9:03 p.m.**

**Respectfully Submitted,  
Tanya Nuss**



## STAFF REPORT

DATE: 3/19/2018

**REGULAR**

ITEM #: 6

**TO:** Parks Commission

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

**AGENDA ITEM:** Amenity Removal and Replacement

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

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**BACKGROUND:** As part of the 2018 Capital Improvement Plan the city intends to reconstruct 36<sup>th</sup> St N and Layton Ave N (Old Village Phase 4) on the northern border of Lions Park. As with other Old Village Phases, improvements will be made to the street and water system in addition to the installation of sanitary and storm sewer to the area. Since the natural geography of the area is relatively flat, there are very few options to incorporate adequate storm water drainage. After review of numerous options the most cost effective and sensible option would be to install a storm water pipe from the intersection of 36<sup>th</sup> St. N and Layton Ave. N southward through the eastern edge of Lions Park. In doing so amenities in this area of the park will need to be removed and replaced in kind, or relocated and updated to offer new amenities that meet the need of today's park users.

**ISSUE BEFORE COMMISSION:** Does the Parks Commission support and recommend the removal and replacement of the playground equipment along with the removal of the existing tennis court to be replaced by a multi-use Hockey Rink/Pickle Ball Court?

**PROPOSAL DETAILS/ANALYSIS:** If recommended and approved the playground equipment will be removed and replaced in kind with the addition of concrete curb installed on the border. Tennis Courts would be removed and converted to a multi-use amenity consisting of a Hockey Rink and Pickle Ball Courts. Hockey Boards would be constructed to give a rustic look and remain up year round with a paved surface rink to be utilized as three Pickle Ball Courts during the warm weather season. By repurposing this area existing park space will become a multi-use area bringing a new amenity to Lake Elmo Parks while utilizing and existing space with outdoor lighting.

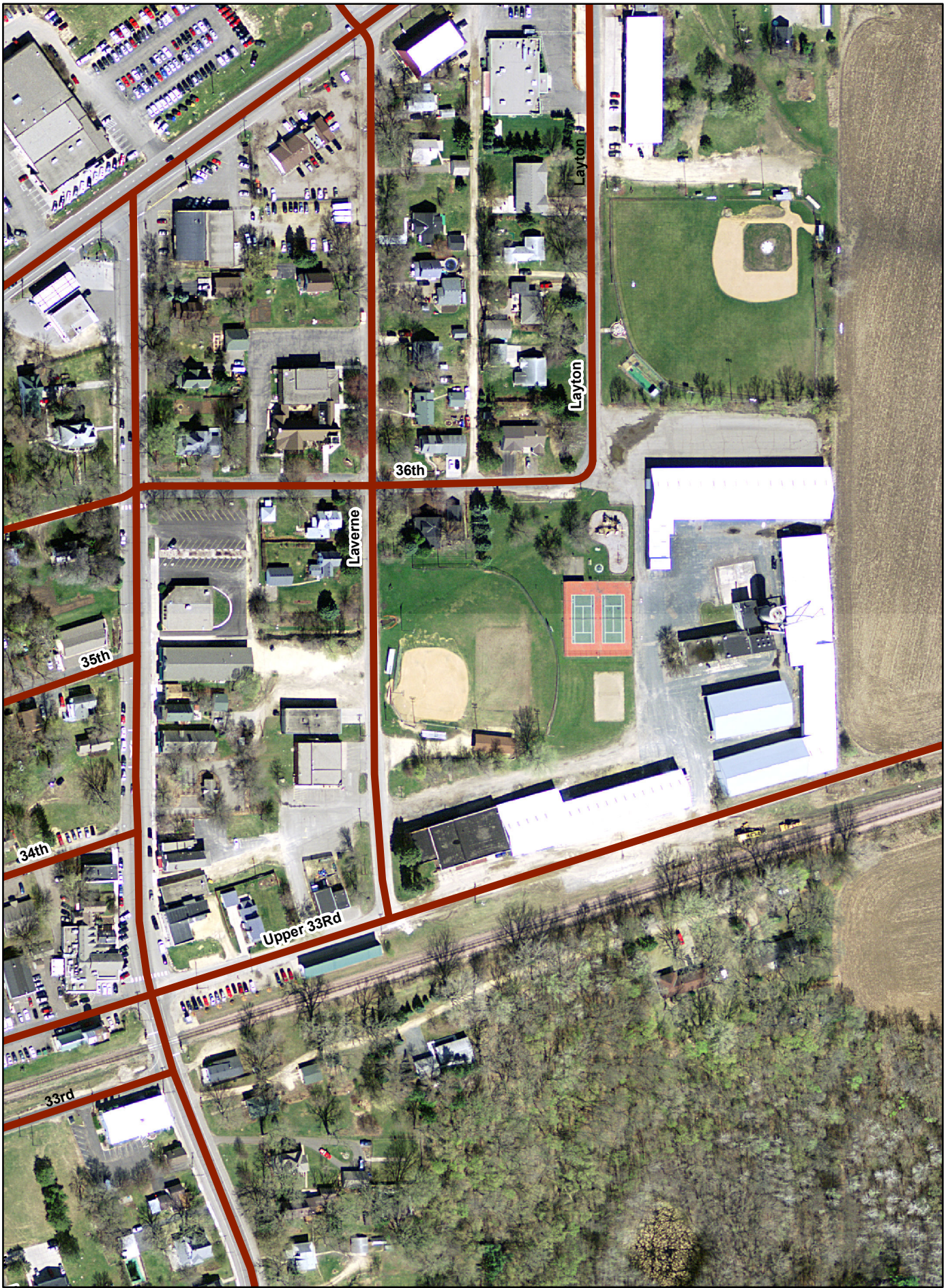
With the removal of the Tennis Courts at Lions Park, tennis facilities will still be available for park users at both Pebble and Tablyn Parks.

**FISCAL IMPACT:** Preliminary cost estimates for the above mentioned work is approx. \$125,000 which would be paid for by Park Dedication Funds. These cost estimates could change as further Phase 4 project information is compiled.

**OPTIONS:** Recommend Amenity Removal and Replacement Lions Park  
Deny Amenity Removal and Replacement at Lions Park  
Amend and Approve Amenity Removal and Replacement at Lions Park

**RECOMMENDATION:**

**“Motion to recommend Amenity Removal and Replacement with the removal of existing Tennis Courts to be reconstructed as a multi-use Hockey Rink and Pickle Ball Court upon approval of Old Village Phase 4 Construction Project.”**









## STAFF REPORT

DATE: March 19, 2018

**REGULAR**

ITEM #: 7

**MOTION**

**TO:** Parks Commission  
**FROM:** Ben Prchal, City Planner  
**AGENDA ITEM:** Tennis Camp  
**REVIEWED BY:** Emily Becker, Planning Director

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### **BACKGROUND:**

The City of Lake Elmo has been approached by Alex Krol a member of the Professional Tennis Registry and certified tennis instructor. Alex is also the owner of Minnesota Tennis Camps and has approached the City with the idea of a public/private partnership. The proposal is outlined further below.

### **PROPOSAL:**

The City would allow the tennis camp to have our public courts reserved for specific times during the day throughout the summer. Alex is proposing that the hours of the camp range from 12:00 to 5:00 PM with children 10 and over practicing for 5 hours and children 9 and under practicing for 3 hours. The camp will run Monday through Friday and last for 12 weeks during the summer. With the partnership the City would advertise for the camp through Facebook and the Fresh. Beyond that there is not expected to be anymore involvement from the City.

Being that the camp is intended to turn a profit the City will need to enter into a contract with Alex. The proposal has been included as an attachment and the City attorney would review/establish a contract for the City. The proposal that Alex submitted stated that 18% of earnings would be paid to the City before expenses were accounted for (at this time staff does not want to project for earnings). Staff believes this would be a good opportunity for the City to earn funds to invest back into City courts. This could also include the painting of lines for Pickle ball.

### **Impact to Users:**

The courts would be reserved to facilitate the needs of the camp from the currently proposed hours of 12:00 - 5:00 PM. It is possible that residents would like to use the courts at that time. Though, keep in mind that there are several locations for users to play. Such as Tablyn, Pebble, and Oak Land Park Jr. High. However, the school courts do have a restriction on them. Fortunately staff had a chance to speak with the Schools Manager of facilities/Site operations and they indicated that residents could not use the courts when school activities were being held. This could include a physical education course or school tennis practice. Though, school activities would take up far less time on the courts during the summer. Currently there is a 3m tennis group that will be reserving those courts starting at 5:00 PM for 3 nights a week. As stated before Alex is proposing that it run for 5 days a week. If the commission finds the number of days to be too intrusive we can reduce the number.

### **FISCAL IMPACT:**

There is not expected to be a fiscal impact to the City. Instead this is an opportunity to earn funds to reinvest back into City park facilities.

**ISSUE BEFORE THE COMMISSION:**

How would the Parks Commission like to proceed with allowing the reservation of tennis courts for a tennis camp? Should the commission like to proceed staff is looking for feedback on:

- Which courts should be used
- Are five days a week reasonable
- Are the hours of 12-5 appropriate

**RECOMMENDATION:**

Staff feels that this would be a good opportunity for the City to expand its parks program by providing an opportunity for local youth to be involved in an activity while using Lake Elmo facilities. Staff also does not necessarily see that there is a huge difference between this proposed use and how ball fields are used for youth baseball. Also, the proposed contract would only be established to run for one year (season). This way if there did happen to be issues the City could easily opt out or make the appropriate adjustments.

Staff recommends approval of the proposal with amendments.

*“Move to recommend approval of staff to work with Alex Krol on the tennis camp proposal with amendments”*

**OPTIONS:**

- 1) Recommend approval of staff to work with Alex Krol on the proposed tennis camp.
- 2) Recommend denial of the proposed tennis camp.
- 3) Recommend approval of tennis camp proposal with amendments.

**ATTACHMENTS:**

- Proposal with comments
- Images of current city courts

Proposal: Minnesota Tennis Camps Will Enter Into A Public/Private Partnership With  
The City of Lake Elmo

Goal: To Run A Tennis Camp And Academy Monday Through Friday For The 12 Weeks of Summer

Camp/Academy Specifics:

-Both the tennis camp and academy could be either 3 or 5 hours a day. The recommendation is that 10 and over tennis will be 5 hours and 10 and under tennis will be 3 hours. However, exceptions can be made.

**Commented [BP1]:** We should ask for defined hours instead of could be...

-Both the tennis camp and academy will be run noon to 5 or noon to 3, as these hours are the least utilized by other people for public use.

-The tennis camp philosophy is to just introduce the child to tennis, teach them a few skills, but then basically let them have fun. I call this the Fun In The Sun part of my tennis camp. Other parents are really interested in teaching the rigor of tennis, having it technique focused and preparing the child for competition. A child of any age or level can participate in this. This is the academy side of my camp.

Philosophy: It is my belief that other camps often fail when they only base groups on age and skill level, but don't consider the goal of the parents and campers. Specifically, whether they just want to learn tennis for recreation or for more serious competition.

Business Overview: Even though I hope Lake Elmo would help Minnesota Tennis Camps find clients, Minnesota Tennis Camps already has a lot of clients in Mahtomedi and Woodbury, which are short distances away from Lake Elmo. Many of these clients do not want to travel to St. Louis Park, where I have a similar set up. It is my business philosophy that location is a huge factor when parents decide upon summer camps. If Minnesota Tennis Camps can place a few strategic locations around the twin cities, we will help parents get quality tennis training or just Fun In The Sun near them. Also, the type of rigorous tennis training we will partake in, can only be found in tennis clubs or Lifetime Fitness centers. It is our mission to bring this type of training to a public court near you, for a much more reasonable price. Minnesota Tennis Camps also gives out scholarships based on financial need. This is something that needs to be agreed to by both parties.

Business/Financial Specifics:

-Minnesota Tennis Camps would be an independent contractor of the City of Lake Elmo

-Lake Elmo would provide tennis courts to Minnesota Tennis Camps free of charge.

-Clients would register online with the City of Lake Elmo. Or MTA could also take registrations.

-Lake Elmo would take 18% of revenues right off of the top before expenses.

-Minnesota Tennis Camps would be responsible for providing instructors and equipment.

-The City of Lake Elmo would be responsible for doing a background check on any independent contractor Minnesota Tennis Camps provides at the site.

**Commented [BP2]:** We are not set up to do this and it is not something we are prepared to manage at this time. Minnesota tennis camps will be responsible for this.

-Minnesota Tennis Camps would be responsible for the insurance at the site.

**Commented [BP3]:** This is not a City ran camp, he should provide credible instructors and give the city the proper background checks

Pricing:(Even though the cost of the camp may be a little more than what is done with park and rec programs, it is about half the cost of a tennis club or a Lifetime Fitness. Remember this is every day 3 or 5 hours which is many more hours than a park and rec program.)

**Commented [BP4]:** Again since the city is not involved beyond providing facilities and minor advertising we shouldn't provide input on cost.

Fun In The Sun 5 hour camp:	\$50 per day	\$225 per week	\$2200 all 12 weeks of summer
Fun In The Sun 3 hour camp:	\$40 per day	\$180 per week	\$1900 all 12 weeks of summer
Academy 5 hour camp:	\$65 per day	\$275 per week	\$2500 all 12 weeks of summer
Academy 3 hour camp:	\$50 per day	\$225 per week	\$2200 all 12 weeks of summer

For more specifics on Minnesota Tennis Camps please go to [Minnesotatenniscamps.com](http://Minnesotatenniscamps.com) or just call me at 952-688-2945.

As I mentioned, I currently work with the City of St. Louis Park in a similar partnership. Please contact Jim Lombardi there at 952-924-2538 with any questions.

One more note: If things go well with the junior program, I would be open to also starting an adult program as well.

I hope this will be a good partnership for both parties involved!

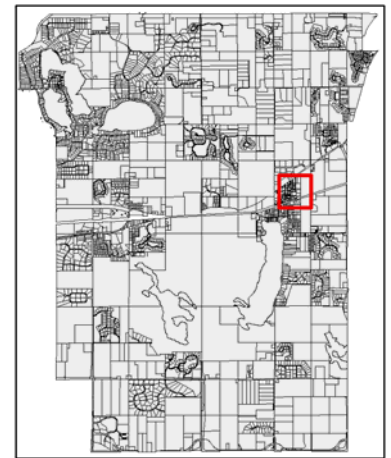
Thanks,

Alexander Krol

## Lions Park

Lions Park is a fully developed park located in the heart of the “Old Village” of Lake Elmo. Shelter facilities make Lions Park a good meeting place for group activities. Each August, Lions Park is the site of the annual city celebration, *Huff-n-Puff Days*. This site is also the location of the Lake Elmo Center for the Arts which occupies a former house in the northwest corner of the property.

Shelter facilities make Lions Park a good meeting place for group activities. Each August, Lions Park is the site of the annual city celebration, *Huff-n-Puff Days*. This site is also the location of the Lake Elmo Center for the Arts which occupies a former house in the northwest corner of the property.

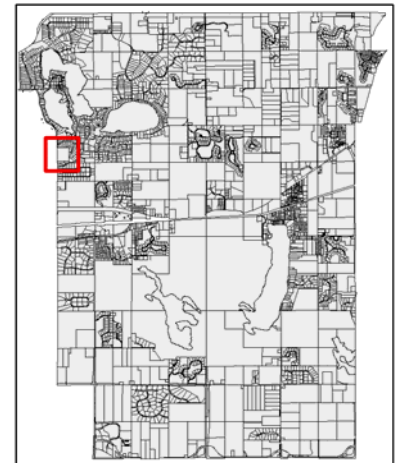


**Classification:** Neighborhood Park  
**Location:** 3525 Laverne Avenue North  
**Size:** 3.2 acres (Regional Arts Center is 0.2 acres)

Natural Features	Passive Uses	Active Uses	Other Facilities
	picnicking	playground lighted baseball field lighted tennis courts basketball court volleyball court horseshoes hockey/ice skating rink badminton batting cage	off-street parking concession stand/warming house restrooms - permanent drinking fountain warming house bleachers shelter

## Pebble Park

Pebble Park, located on the west city line, was once a 3M gravel pit. The rim of the pit offers an unpaved parking area nestled among a playground, tennis courts, and a basketball court. The bottom of the pit is now a ball field. The south and northeast ends of the park features a rolling wooded terrain with sets of easily accessible trails.



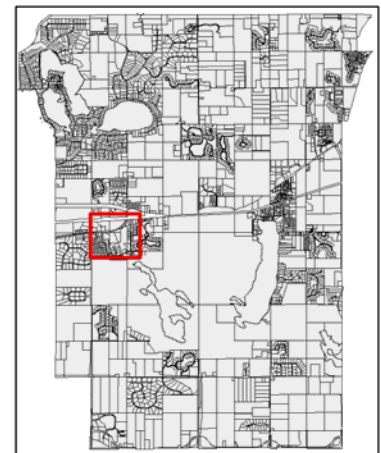
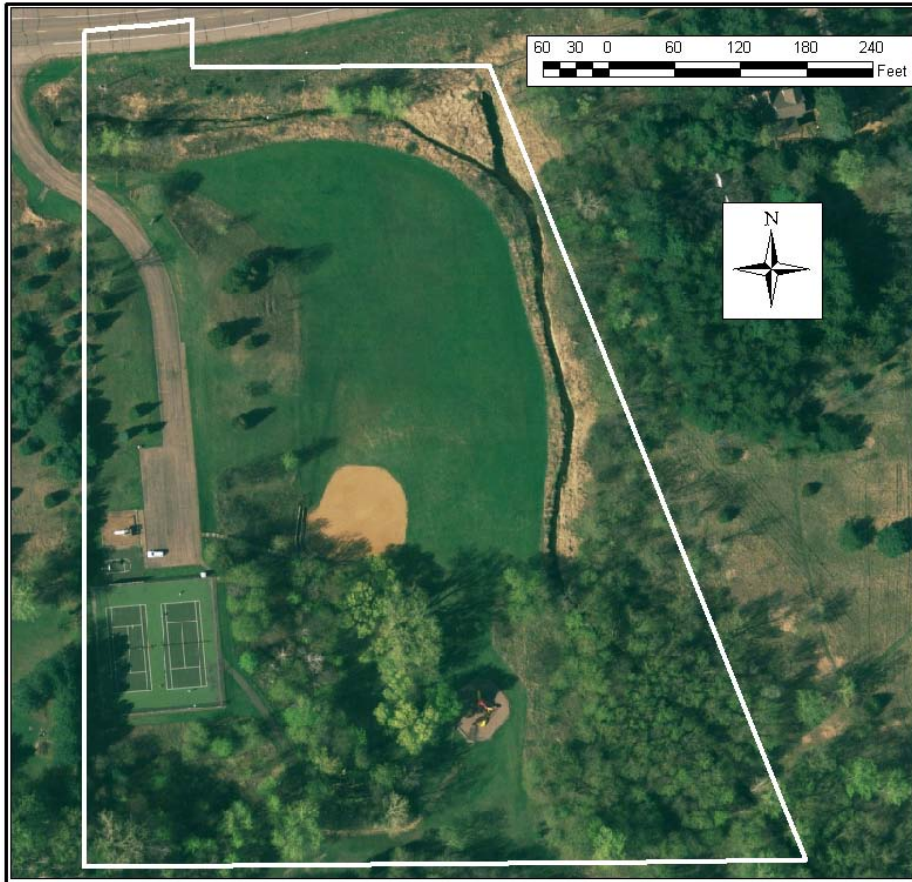
**Classification:** Neighborhood Park  
**Location:** 8160 Lake Jane Trail North  
**Size:** 17 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
natural parkland natural resource area	picnicking trails - walking, jogging	playground lighted tennis courts basketball court softball field sliding hill trails - mountain bike	off-street parking restrooms - portable water fountain

## Tablyn Park

At Tablyn Park, located along a gully, high ground features a paved parking area and tennis courts with a connecting paved trail. The trail leads one on a gentle switchback past the tennis courts down to the gully. Here the trail passes by a picnic area, a playground and the softball field. A wooden stairway connects the field with the parking area located at the top of the hill. In winter, one of Lake

Elmo's most popular sledding hills can be found here.



**Classification:** Neighborhood Park  
**Location:** 8735 Stillwater Boulevard North  
**Size:** 8.6 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
	picnicking trails - walking, jogging, biking	playground tennis courts basketball court softball field football/soccer field sledding hill	off-street parking grills restrooms - portable



## 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

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**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: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date