



*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
June 11, 2018 6:30 PM**

AGENDA

1. Call to Order
2. Approve Agenda
3. Approve Minutes
 - a) April 16, 2018
 - b) May 21, 2018
4. Parks Capital Improvement Plan (CIP)
5. July 16th, 2018 Meeting Agenda
6. Communications
7. 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

April 16, 2018

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

Members Absent: Commissioners Ames

Staff Present: Public Works Director Weldon, City Planner Prchal

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

Approval of Agenda

Weeks made a motion to approve the agenda. Nuenfeldt seconded the motion. Motion passed.

Approval of Minutes

Weeks made a motion to approve the March minutes as presented, seconded by Steele. Motion passed.

Presentation from Consultant on Parks Chapter of Comprehensive Plan

Jennifer Hanscamp presented an overview and highlights of the Comprehensive Plan chapter relating to Parks.

Discussion about the system plan and then how to make it happen in the implementation phase. Discussion about serving the population and calculating parkland, coordinating with the County.

No motion needed on this item.

Tennis Camp Proposal

Prchal presented that the City was approached with a public/private partnership concept by Alex Krol, the owner of Minnesota Tennis Camps. Staff is recommending that the camp uses two (2) of the three (3) tennis courts at Pebble Park.

The condition of the Pebble Park tennis court condition was discussed. Questions regarding whether the courts would need maintenance prior to using for the camp.

Weldon explained it was not included in the budget and there would not be the ability to make these improvements prior to the camp and it would have to be used as-is for the summer. If the camp is successful, the money would go into improvements in the park in the future. If nets were needed they can purchase and install nets.

Frick made a motion to approve the proposed tennis camp as presented in the staff report, seconded by Zeno. Amended by Steele to include the money earned shall go into the park dedication fund and to track earnings, Jean gave the second. Motion passed.

Demontreville Ball Field

Prchal presented that staff has talked with Mahtomedi Baseball regarding the ball field area of the park. They suggested that one field would be best due to parking and not having overlap of games.

The new field would feature multiple “anchors” to extend or shorten the baseline so that multiple age groups can use the field. They would increase the limestone areas and back fencing. There would be no outfield fencing, due to the desire to allow multiple uses of the park. Though the association is suggesting that the ball field is rotated so that home plate is closer to the parking lot, rotating the field will increase the costs to more than what has been budgeted.

Mayek made a motion to approve the staff recommendation, seconded by Steele. Motion passed.

Sign for Sally Manzara Nature Center at Sunfish

Prchal updated the commission on the new sign for the Nature Center. Staff recommends adding a third bar to the current entrance sign for Sunfish instead of installing a new separate sign. Staff feels that it would be appropriate to allow the addition of a third bar to the current Sunfish Lake sign as it is an added amenity to the park and this will maintain consistency for signage.

Commission members suggested a darker color with the white would allow better readability and that putting the Nature Center sign just below the Sunfish Lake Park sign would be preferred

No motion needed on this item.

May Meeting Agenda

2019-2023 CIP

Wildflower Neighborhood comments

Communications

Prchal informed the Commission that the 45th parallel sign is being worked on.

Prchal informed the Commission that the Reed Park mountain biking was approved by Council.

Weldon informed the Commission that Engineering was able to go around the playground equipment at Lion’s Park. The tennis courts will still be removed and Pickle Ball courts will be installed. The sand volleyball courts will be removed and reinstalled. All pending Council approval,

Meeting adjourned at 8:10 p.m.

**Respectfully Submitted,
Tanya Nuss**

MINUTES

City of Lake Elmo Parks Commission

May 21, 2018

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

Members Absent: Commissioners Nuenfeldt and Steele

Staff Present: City Administrator Handt, Public Works Director Weldon, City Planner Prchal

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

Approval of Agenda

Ames made a motion to approve the agenda with the exclusion of the minutes since they were not included in the packet, seconded by Frick and Mayek. Motion passed.

Approval of Minutes

Minutes were absent from the packet.

Savona Park – Zip Line

Weldon reported that since the Commission recommendation and Council approval of Savona Park Construction several obstacles have risen with the size and topography of the park parcel along with orientation and installation of park amenities, including the proposed basketball court.

Staff feels it will be difficult to install a basketball court without significant grading and tree removal. Even then, the way the property drains, the water would run across the playing surface, making it slippery and would degrade the surface faster.

After review of the initial survey of the Savona residents and more recent contact, staff feels the addition of a zip line in place of the basketball court will meet the needs of area residents. The zip line would be similar to the one in Pebble Park.

Ames made a motion to approve the staff recommendation for the zip line in Savonna Park, seconded by Zeno. Motion passed.

Parks Capitol Improvement Plan (CIP)

Handt gave a presentation. She reported that Pebble Park was increased by about \$40,000 for the resurfacing of the basketball and tennis courts. For Reid Park, staff is recommending moving the trail expenditures to 2020, after the completion of the Mountain Bike trails. Tablyn Park is currently budgeted at \$45,000 but it could move up to \$145,000 if the Parks Commission is interested in making the rink at the bottom of the hill into a hockey rink.

A new park development expenditure of \$150,000. The two areas that have park land dedicated and could be developed would be Inwood and Wildflower/Village Preserve.

Handt explained that the reason there was expenditure for the library parking lot, was that one third of the expense came from the Parks budget since the decision was made not to expand that parking at Lions Park, but to utilize the library parking lot.

The public speaking portion was opened up.

Mark Rubert spoke about Inwood. He spoke about park design and usage, making it multi-generational and work with the community to include their interests. He requested that there be something small added such as a picnic table in the short term if the budget does not allow for more.

Weeks asked if there was access to an existing park like Stonegate would work instead of building out another park that would also require maintenance. Weeks also asked about the number of residents that leave for the winter.

Ames commented that the Stonegate neighborhood did not have any interest in other residents having access to their neighborhood by connecting to a trail system.

Rubert responded that he believes it is around 40 percent of the existing 200 homes that are gone in the winter.

Ruth Haller, 11404 Blazingstar, discussed how the developer sold the idea of a park to the residents. She talked about the number of kids in the neighborhood that would utilize the park. She talked about having her grandchildren to have somewhere to play. The parks within walking distance will be torn out, both at Lions Park and Lake Elmo Elementary school. She understands that there will be a park in North Star on the other side of Lake Elmo Avenue, but also knows that crossing would be difficult with children.

Drew Cavellero, 11336 Blazingstar, also mentioned that he purchased his home due to the builder saying that there would be a park. He is looking to find out the process to know when the neighborhood reaches a build out stage and how residents will know when the park will be coming. He is wondering what he can do to help accelerate the process. From talking to neighbors, he said most people were interested in green space and play equipment. Residents did not want the noise of a pickleball court.

Frick said that residents in Inwood have been asking her for a park for the last year. She said that a number of residents have mentioned that they have grandchildren and a park would allow a place to play.

Weeks made a motion to set aside \$25,000 toward a dog park on land owned by 3M near Target in 2023, seconded by Ames. Motion passed.

June Meeting Agenda

2019-2023 CIP

Tablyn Park

45th Parallel

Communications

Handt stated that the signs for the business sponsors are starting to be put up at Lions Park and the new field is in. The deadline is Friday for this year, otherwise they will advertise again in the fall for the 2019 season.

Weldon reported that they are trying to wrap up Savonna Park and bring the zip line portion to Council.

Weldon also reported that in Lions Park the trash receptacles are ordered and volunteers are working on the dugouts.

Frick mentioned that the Nature Center is scheduled to open on June 2nd.

Meeting adjourned at 8:31 p.m.

**Respectfully Submitted,
Tanya Nuss**

DRAFT



STAFF REPORT

DATE: June 11, 2018

ITEM #:

TO: Parks Commission
FROM: Ben Prchal, City Planner
AGENDA ITEM: 2019-2023 Parks CIP
REVIEWED BY: Emily Becker, Planning Director

BACKGROUND:

A Capital Improvement Program, or CIP, is a multi-year (typically 5 years) capital expenditure plan for a City's infrastructure (such as streets, parks and utility systems), and equipment and public buildings. It identifies the major projects needed and desired by the community, their potential costs and how they would be financed. A project identified and budgeted through the CIP does not commit the city to that project. The City Council must specifically authorize each one, and the associated funding before any project may proceed. When the CIP is reviewed (ideally annually, in conjunction with the budgeting process) projects may go forward as planned, advance ahead of schedule, be removed entirely, or new projects may be added, these adjustments are dependent upon changes in circumstances and priorities.

The Minnesota Land Planning Act requires that the implementation plan portion of the Comprehensive Plan include a CIP for major infrastructure needs (transportation, wastewater, water supply, parks and open space) for a five-year time period. Cities often expand the scope of their CIPs to include other capital needs (major equipment replacements, for example) and sometimes look beyond the five-year time period, up to 20 years in the future for some projects. Such projects represent more of a "wish-list" that can be evaluated each time the plan is updated.

As a part of the Comprehensive Plan, the CIP has some legal standing. Minnesota Statutes Chapter 473.865 provides that "a local governmental unit shall not adopt any official control or fiscal device which is in conflict with its comprehensive plan." A fiscal device includes a budget or bond issue; so it is important that the plan and CIP be kept up to date and in synch with city budgets.

The primary benefit of a CIP is as a financial planning tool, to help the city plan for the impact of capital needs on future budgets and property taxes, and to help forecast the need for borrowing to undertake major projects. The information developed as part of the capital planning process can help document the need for various projects and help the City Council sort out competing priorities.

Lake Elmo's CIP includes all capital projects that cost at least \$25,000 and have a useful life span of five years or longer.

ISSUE BEFORE COMMISSION:

What are the park improvements that should be included in the 2019-2023 CIP? When should they be completed?

In what order should the new parks receive funding? The decision is pertaining to Inwood and Wildflower/Village Preserve parks.

PROPOSAL DETAILS/ANALYSIS:

Included in your packet is a document listing all of the City parks and trail projects staff is aware of at this time.

Other Items? Any other items the Parks Commission would like to see in the 2019-2023 CIP need to be identified. Each member should come prepared to identify their top 5 priorities for the next 5 years.

The commission can then also assign a priority to each project based upon the following framework:

1. Critical or urgent, high-priority projects that should be done if at all possible; a special effort should be made to find sufficient funding for all of the projects in this group.
2. Very important, high-priority projects that should be done as funding becomes available.
3. Important and worthwhile projects to be considered if funding is available; may be deferred to a subsequent year.
4. Less important, low-priority projects; desirable but not essential.
5. Future Consideration

Items Scheduled for 2018. There are projects scheduled for 2018 that have been planned for but the funds have not been spent yet. Those projects are listed below.

- Reid Park \$25,000 to improve and widen the walking trails (staff suggests waiting)
- Lions Park – Money is still being spent on improvements
- 1/3rd of the Library parking lot
- Demontreville Park - \$75,000 for baseball field improvements
- Tablyn Park – \$55,000
- Savona – 2017 park projects

FISCAL IMPACT:

The fiscal impact is dependent upon project selection and available funds. The City’s parkland dedication fund as of **4.30.2018 is \$821,159.**

2018 Expenses still to come:

Demontreville ball field	\$75,000
Tablyn Park (up to)	\$55,000
Savona Park	\$50,000 (estimated)
Easton Village	\$3,475 (estimated)
Library Parking Lot	\$26,000
Lions	\$290,000
TOTAL 2018 Expenses	\$499,475

Incoming Funds in 2018:

Phase 2 of Royal Golf	\$134,464 For Park Dedication
	\$106,556 Payment is for tree replacement but will go to park dedication
Lions Park	\$2,237 from the sign fund on the ball field. (Only for investment into Lions)
	\$500/yr. for each sign displayed at lions - Receipt is yearly

Expected Fund Balance as of 12/31/2018 - \$562,704

2019 Projected Project Cost(s)

Pebble Park	\$112,000
Sunfish	\$120,000
New Park Development	\$105,000
<u>Proposed Budget for 2019</u>	<u>\$337,000</u>

Outstanding Funds: The projected fund balance does not take into account the numbers below.

Legacy at North Star \$71,745 (rough estimate based off the preliminary approval) Receipt unknown
3.383 acres * 21,207.65 (value per acre) = 71,745

Wyndham \$101,130 (this is a rough estimate) Receipt unknown
1,011,300 (value of land) * 10% (park dedication) = 101,130

Royal Golf Club \$1,000,000 Receipt will happen when the fields are un-usable or in phase 3

OPTIONS:

1) Commission identifies additional projects to add to the 2019-2023 CIP

2) No further projects are added so just the previously-identified projects would be forwarded on in the review process by Finance and Council.

ATTACHMENTS:

- 2019-2023 Draft Capital Improvement Plan

City of Lake Elmo, Minnesota
Capital Improvement Plan - 2019 - 2023
2019 thru **2023**

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
Grants/Donation								
Lake Elmo Regional Trail	PR-009	3			620,487	574,200		1,194,687
New or Refurbished Ballfields	PR-017	1				1,000,000		1,000,000
Grants/Donation Total					620,487	1,574,200		2,194,687
Park Dedication Fund								
Pebble Park Improvements	PR-005	3	112,000					112,000
Sunfish Lake Park Improvements	PR-007	3	120,000		90,000			210,000
Lake Elmo Regional Trail	PR-009	3			206,829	191,400		398,229
New Park Development	PR-018	4	105,000	150,000				255,000
Dog Park	PR-019	4					25,000	25,000
Park Dedication Fund Total			337,000	150,000	296,829	191,400	25,000	1,000,229
Vehicle Replacement Fund								
Tri-Deck Mower	PR-014	3		70,000				70,000
One Ton Truck	PR-015	3				130,000		130,000
Vehicle Replacement Fund Total				70,000		130,000		200,000
GRAND TOTAL			337,000	220,000	917,316	1,895,600	25,000	3,394,916

Capital Improvement Plan - 2019 - 2023

2019 thru 2023

Department Parks and Recreation

City of Lake Elmo, Minnesota

Contact City Administrator

Project #	PR-005
Project Name	Pebble Park Improvements

Type Improvement

Useful Life

Category Park Improvements

Priority 3 Important

Status Active

Total Project Cost: \$112,000

Description

Phase 1 Improvements were completed in 2016 which included a new shelter.

Phase 2 (2019) Improvements would include paving the parking area, development of two volleyball courts and lighting and security features. Resurfacing of tennis courts and basketball court.

Cost estimates:
 Parking area is 0.3 acres (13,068sq ft) and asphalt paving is \$3.50/sq ft (\$47,000)
 Volleyball Courts estimate is \$10,000
 Lighting and Security Features: \$15,000
 Court resurfacing: \$40,000

Justification

Feedback from park user survey in 2013

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	112,000					112,000
Total	112,000					112,000

Funding Sources	2019	2020	2021	2022	2023	Total
Park Dedication Fund	112,000					112,000
Total	112,000					112,000

Budget Impact/Other

--

Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life

Category Park Improvements

Priority 3 Important

Status Active

Total Project Cost: \$210,000

Project #	PR-007
Project Name	Sunfish Lake Park Improvements

Description	
(2019)	Development of 5 miles of mountain biking trails at \$24,000 per mile
(2021)	Paving of trails
Cost estimate:	Improve trails to ADA standards in Area 2 (prairie area): \$90,000 for 6 foot wide asphalt 1 mile trail

Justification	

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	120,000		90,000			210,000
Total	120,000		90,000			210,000

Funding Sources	2019	2020	2021	2022	2023	Total
Park Dedication Fund	120,000		90,000			210,000
Total	120,000		90,000			210,000

Budget Impact/Other	

Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life

Category Park Improvements

Priority 3 Important

Status Active

Total Project Cost: \$1,592,916

Project # PR-009
Project Name Lake Elmo Regional Trail

Description

Regional east west trail through Lake Elmo

Phase 1: (\$827,316-construction only, no land)

Connect to existing Oakdale trail at Stillwater Blvd and Helmo/Ideal Ave

Travel through Tablyn Park to Lake Elmo Park Reseerve (LEPR)

Pass through LEPR-provide exit point to Sunfish Lake Park

Continue down Hwy5/CSAH 14 righ tof way to Gorman's-connect to existitng trail

Phase 2: (\$765,600-construction only, no land)

Lake Elmo to Stillwater Senior High

Justification

Trail would address the following community needs:

- Deliver students safely to school
- Bring people to our downtown
- Bring people to our parks
- Provide safe recreation
- Trail Diversity-Provide feel of Lake Elmo
- Omit need to bike down Hwy 5/CSAH 14
- Compatibility with public grant opportunities
- Compatibility with private funding opportunities
- Feasibility of land acquisition

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance			827,316	765,600		1,592,916
Total			827,316	765,600		1,592,916

Funding Sources	2019	2020	2021	2022	2023	Total
Grants/Donation			620,487	574,200		1,194,687
Park Dedication Fund			206,829	191,400		398,229
Total			827,316	765,600		1,592,916

Budget Impact/Other

Additional trails to maintain-labor and materials

Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

Department Parks and Recreation

City of Lake Elmo, Minnesota

Contact Public Works Director

Project # PR-014
 Project Name Tri-Deck Mower

Type Equipment

Useful Life

Category Vehicles

Priority 3 Important

Status Active

Total Project Cost: \$70,000

Description
 Tri-Deck 10ft mower replaces 2002 model

Justification

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings		70,000				70,000
Total		70,000				70,000

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund		70,000				70,000
Total		70,000				70,000

Budget Impact/Other
 lease options available

Capital Improvement Plan - 2019 - 2023

2019 thru 2023

Department Parks and Recreation

City of Lake Elmo, Minnesota

Contact Public Works Director

Project #	PR-015
Project Name	One Ton Truck

Type Equipment

Useful Life

Category Vehicles

Priority 3 Important

Status Active

Total Project Cost: \$130,000

Description

One ton hook truck replaces 2009 vehicle. Truck will have interchangeable boxes and flat beds for multiple uses.

Justification

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings				130,000		130,000
Total				130,000		130,000

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund				130,000		130,000
Total				130,000		130,000

Budget Impact/Other

Capital Improvement Plan - 2019 - 2023

2019 thru 2023

Department Parks and Recreation

City of Lake Elmo, Minnesota

Contact City Administrator

Project # PR-017
 Project Name New or Refurbished Ballfields

Type Improvement

Useful Life 40 years

Category Park Improvements

Priority 1 Critical

Status Active

Total Project Cost: \$1,000,000

Description
 New ballfields to be constructed or refurbished after Tartan ball fields are no longer used by the public

Justification
 Replacement of some of the fields at Tartan Park lost to development of Royal Oaks Golf Course Community

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance				1,000,000		1,000,000
Total				1,000,000		1,000,000

Funding Sources	2019	2020	2021	2022	2023	Total
Grants/Donation				1,000,000		1,000,000
Total				1,000,000		1,000,000

Budget Impact/Other
 Funding to be provided from developer in development agreement with Royal Golf. Funds to be used for acquisition of land, if necessary, and buildidngor refurbishing of (a) new ballfield(s).

Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life 40 years

Category Park Improvements

Priority 4 Less Important

Status Active

Total Project Cost: \$255,000

Project # PR-018
Project Name New Park Development

Description

New park to be developed in one of the new housing developemts in Lake Elmo. Specifics to be decided after consultation with neighborhood residents.

Justification

New park may be in one of the new neighborhoods including but not limited to Village Preserve or InWood. Identified during development as a park search area to provide recreational opportunities to new residents.

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	105,000	150,000				255,000
Total	105,000	150,000				255,000

Funding Sources	2019	2020	2021	2022	2023	Total
Park Dedication Fund	105,000	150,000				255,000
Total	105,000	150,000				255,000

Budget Impact/Other

Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact Public Works Director

Project # PR-019
Project Name Dog Park

Type Improvement

Useful Life 25 years

Category Park Improvements

Priority 4 Less Important

Status New Recommendation

Total Project Cost: \$25,000

Description

Parks commission recommended the search and planning for a dog park somewhere near the denser developments
Improvements would be minimal such as fencing

Justification

Residents on small lot sin denser developments need a place to take their dogs for exercise.
By providing a dog park those who let their dogs run off leash in other parks can be redirected

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance					25,000	25,000
Total					25,000	25,000

Funding Sources	2019	2020	2021	2022	2023	Total
Park Dedication Fund					25,000	25,000
Total					25,000	25,000

Budget Impact/Other