



*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
August 20, 2018 6:30 PM**

AGENDA

1. Call to Order
2. Approve Agenda
3. Approve Minutes
 - a) July 16, 2018
4. Site Visits – The commission will visit Tablyn Park as well as Lions Park
 - a) Tablyn Park 6:30 PM – Discussion of park renovation/improvements
 - b) Lions Park 7:00 PM – Discussion on location of 45th parallel marker
 - c) Return to Council Chambers by 7:30 PM to finish the meeting
5. September 17, 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 July 16, 2018

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

Members Absent: Commissioners Olinger and Mayek

Staff Present: City Administrator Handt, City Planner Prchal

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

Approval of Agenda

Frick made a motion to approve the agenda, seconded by Nuenfeldt. Motion passed.

Approval of Minutes

Frick made a motion to approve the minutes from June 11th as submitted, seconded by Nuenfeldt. Motion passed. Ames, Steele, and Zeno abstained from the vote since they were not present at the meeting.

Public Presentation

Bill Wacker, inquired about what was written in the Source newsletter regarding the completion of Lion's Park. He would like to see activities spread out to other city parks, specifically to Reid Park. Wacker had concerns that the City is trying to do too much at Lion's Park. He was also concerned about the size of the ice rinks last winter.

Handt explained that the Source was referencing the completion of Phase 1 of the Lion's Park project. Which included the ballfields, volleyball court, the removal of the art house, and the north parking lot. Phase 2 that was approved in June is just beginning. Phase 2 will be replacing the tennis courts with pickleball courts, new sand for the volleyball courts, new edging around the playground equipment, new hockey boards and moving the rink to the pickleball courts.

Text Amendment

Prchal explained the proposed text amendment to the Parks Commission Ordinance. Staff has proposed some amendments to the ordinance in order to shorten and further clarify the objectives of the chapter. There are many corrections to the chapter but staff has chosen to highlight some of the amendments below. In addition to the amendments, staff would propose creating a set of bylaws for the Parks Commission.

Prchal explained that most of the other cities staff reviewed had 7 voting members or 5 voting members and 2 alternates. Lake Elmo staff would like to recommend 7 voting members with no alternates. Ames expressed concerns with reaching quorum with a reduction of members. Prchal explained that the quorum changes to 4. Frick explained she looked at previous meetings to determine if there would

have ever been a quorum issue if the number of members changed and she said all previous meetings would have had enough members to reach quorum. Weeks made a motion to recommend approval of the staff changes to the ordinance, seconded by Nelson. Frick pointed out language regarding alternates in qualifications. Weeks and Nelson adopted the amendment. Motion passed 5 to 2. Zeno and Steele voted in opposition.

Lions Park - 45th Parallel Marker

Prchal stated that the cost of the proposal for the 45th parallel marker came in more expensive than originally expected. Staff is asking if the Parks Commission would like to use dedication funds to install a marker. Originally, it was going to be donation money that was used and the \$1000 projected cost is more than donors have been willing to give. The Weeks's family is offering to donate the plaque with the information on the 45th parallel.

Prchal said that Public Works has stated that Option A would be the easiest to maintain. Option B would be the most difficult with the marker and post in the grass and they run the risk of being damaged by a mower or frost lift it. Costs for all three options are roughly the same.

Ames asked about the height of the sign.

Nuenfeldt asked about the description plaque if it could be installed in a different way and more incorporated into the marker.

Zeno asked if it could be made out the same material. Kathy Weeks stated that it could not be due to the type of material and the smaller the design or letter, the less clear it becomes and time consuming.

The installer Eric Mayne thinks Option B is better. The sign would not block game viewing and the marker would be visible from multiple locations. He agreed the wording and other improvements of the sign could be made.

Ames made a motion to approve the funding for the marker, but to leave the decision of location of the marker until a future meeting so Public Works could give input and the Commission could go out to Lions Park to make a better decision about the location.

Commission talked about where funding would come from, the park dedication fund or the sign fund. Discussion about tabling the item until all decisions could be made, since it would not speed up the installation of the marker.

Ames withdrew the motion.

August Meeting Agenda

Meet at Tablyn Park at 6:30 pm then to Lions Park then to City Hall to have the discussion.

Communications

Handt stated that staff got quotes back about the Demontreville Park improvements. Staff estimated about \$75,000 and the low-bid came in at \$70,000.

Meeting adjourned at 8:00 p.m.

**Respectfully Submitted,
Tanya Nuss**

DRAFT



STAFF REPORT

DATE: August 20, 2018

REGULAR

ITEM #: 4 a

MOTION

TO: Parks Commission
FROM: Ben Prchal, City Planner
AGENDA ITEM: Capital Improvements – Tablyn Park and 6:30 PM Site Visit
REVIEWED BY: Kristina Handt, Administrator

BACKGROUND:

Based off the scheduled capital improvements the Planning and Public Works department would like to begin procedure of executing the outlined improvements for Tablyn Park. The Parks commission had a chance to review the capital improvements for the park on January 7th 2018. Nothing has been brought before Council for approval as of yet.

Recommendations from the January 7th 2018 meeting were to:

- Remove the basketball court and replace with parking
- Move the swing set/play area down the hill

ISSUES BEFORE THE COMMISSION

After visiting the site and reviewing the plans for the removal of the basketball court to increase parking does the commission still support their original recommendations?

PROPOSAL DETAILS/ANALYSIS:

Tablyn Park (2018 CIP)

The Tablyn Park improvements consist of adding lighting and additional parking to the parking area/sliding hill to increase safety, at a cost of \$55,000. There has also been the consideration of removing the basketball court and swing set.

In an effort minimize impact to the park and maximize usable park amenities the following possibilities are also being explored by staff and are being brought forth as possible Amendments to the 2018 Tablyn Park CIP. Staff would like to encourage the commission to consider the options below.

1. Extend the current parking lot to the north 60’-80’ along the park entrance road. This would add 6-8 additional parking stalls and not require removal of the basketball court or swings. Approximate cost \$12,000 - \$15,000
2. Post the eastern side of the park entrance (along the sliding hill) no parking while allowing parking on the western side of the entrance. This would improve visibility and safety to those on the sledding hill while encouraging users to park on the western side of the park entrance and not require removal of the swings or basketball court. Approximate cost \$1,000.

Park lighting upgrades through Xcel Energy will consist of one to two additional light poles being installed to provide lighting to the parking lot and sliding hill. Based on pricing from the 2016 light installation our estimate for additional lighting is \$10,000.

2019 CIP Improvements – skating rink improvements – this would only be for a basic pleasure rink (\$45,000).

FISCAL IMPACT (2018):

Tablyn Improvements \$25,000 - \$55,000

OPTIONS:

- 1) Recommend proceeding with the improvements
- 2) Recommend proceeding with amendments to the plan
- 3) Do not proceed with the improvements

RECOMMENDATION:

At this time staff would not recommend removing the basketball court or swing set to replace with parking. Though the park may be in need of more parking to accommodate winter parking needs removal of the court and swings would not seem to be the best option to achieve this goal. Instead staff would like to recommend that parking either be provided to the north or “no parking” signs be installed along the eastern side of the road. Additional lighting is also recommended by staff for installation. The provided motion achieves the preservation of summer time amenities as well as increasing parking for winter use.

“Motion to recommend additional lighting be installed and expansion of the parking lot to the north to increase parking availability”

ATTACHMENTS:

- Tablyn Park CIP (2018)

Capital Improvement Plan - 2018 - 2022

2018 thru 2022

City of Lake Elmo, Minnesota

Department Parks and Recreation
 Contact City Administrator
 Type Improvement
 Useful Life
 Category Park Improvements
 Priority 1 Critical
 Status Active

Project #	PR-008
Project Name	Tablyn Park Improvements

Total Project Cost: \$100,000

Description

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

Justification

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

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

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

Budget Impact/Other

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STAFF REPORT

DATE: August 20, 2018

REGULAR

ITEM #: 4 b

MOTION

TO: Parks Commission
FROM: Ben Prchal, City Planner
AGENDA ITEM: Lions Park – 45th Parallel Marker and 7:00 PM Site visit
REVIEWED BY: Kristina Handt – City Administrator

BACKGROUND:

During the development and renovation of Lions Park it was brought to light that the field was very close to the 45th parallel latitude line. Knowing this, the field was moved so that home plate and the first base line would directly line up with the 45th line. Having moved the field to ensure that this was possible, it may seem appropriate to place a marker ensuring the efforts and significance were not forgotten.

ISSUE BEFORE THE COMMISSION:

How would the Park Commission like to fund the project? Through park dedication funds or other?
Does the commission have a preference on where the marker should be placed (see provided attachments)?

PROPOSAL:

Resident and Planning Commission member Kathy Weeks has been working with Eric Mayne, owner of Livingstone Concrete Design to create a template for us to review. Livingstone Concrete produces high end, heavily durable specialty concrete and custom made material for countertops, furniture, sinks, etc. Before you today are two position locations, option A which is located on the sidewalk between the field and grass strip and option B which is located within the grass strip between the two sidewalks (see attachments). Accompanying the marker would be a sign, which would be produced at no cost by Kathy Weeks. The content of the sign would be informational in nature, providing a description of why it is there and the significance of the 45th with the field.

FISCAL IMPACT:

There is expected to be a fiscal impact.
Informational sign – No cost (Donation by Weeks Family)
Marker – \$1,000 (material and install)

If the commission votes in favor of using City money to fund the project, staff feels there are two options available.

Option 1:

Use park dedication funds for the project. Based off the last discussion on the 2019 CIP, at a minimum there will be \$562,704 in the account at the beginning of the New Year. The total of all the projects for 2019 is expected to be \$337,000 (Pebble Imp., Sunfish Imp., and New Park Development). This leaves the fund with \$225,704 remaining in the account. The expected cost of \$1,000 would not significantly impact the account.

Option 2:

Use funds from the sign advertisement program at the park. As of now, the revenue generated from the program has already been earmarked for improvements. However, if the commission does not mind waiting a year for the proposed project, next year's funds could be use.

RECOMMENDATION AND STAFF COMMENTS:

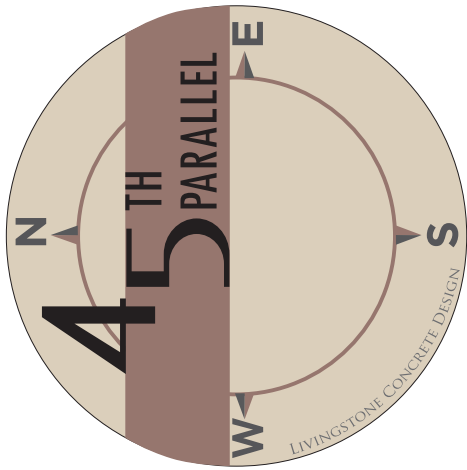
Out of the two options known to staff, neither stands out above the other. However, staff would like to remind the commission that money generated by the sign program in Lions is reserved for investments back into Lions Park, where park dedication is not specific to any park. Because of this staff might recommend option 2 due to the fact that those funds may only be spent within the park.

OPTIONS:

- 1) Recommend approval of the project with park dedication funds
- 2) Recommend approval of the project with next year's sign funds
- 3) Recommend denial unless donations can be obtained to cover the cost
- 4) Recommend denial of the project

ATTACHMENTS:

- Design proposals A, B, or C.
 - Write up describing Livingstone and informational sign.



This disc will be either flush mounted into the existing concrete gallery (Option A) or flush mounted into a concrete pad constructed in the grass strip between the Laverne Ave. path and the existing concrete gallery (Option B)

Eric Mayne, owner of Livingstone Concrete Design (a local Lake Elmo Company) has been working with Kathy Weeks, owner of Weeks-End Signs to create and produce a unique marker for the 45th Parallel marker for placement in Lions Park. The concept is a 27" in Diameter disc produced of cast specialty concrete.

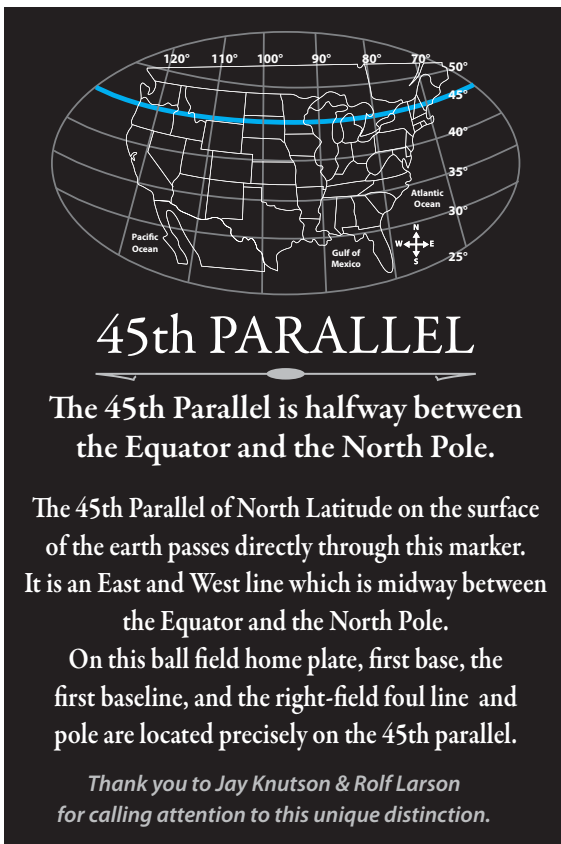
Eric and Livingstone Concrete Design produce high end, heavily durable specialty concrete and custom made material for countertops, furniture, sinks, etc.

If you'd like to see a video of how this product is made, please go to: Livingstoneconcretedesign.com

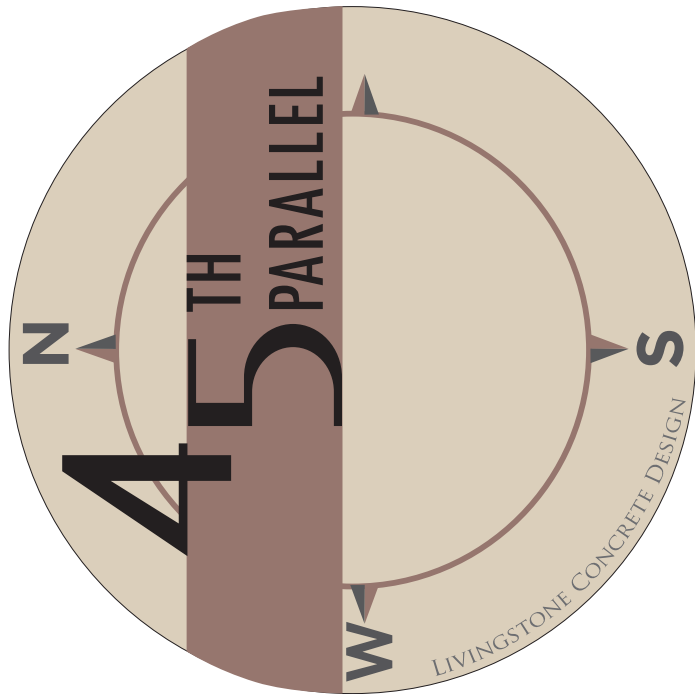
12" x 18" framed polycarb. protected sign

This sign will accompany the concrete marker disc to describe the 45th Parallel significance.

Weeks-End Signs will produce this sign of sturdy aluminum or steel panel and frame. The globe graphic and text info. will be reverse mounted vinyl graphics directly onto a clear polycarb./Lexan panel to make it highly protected from weather and vandalism.

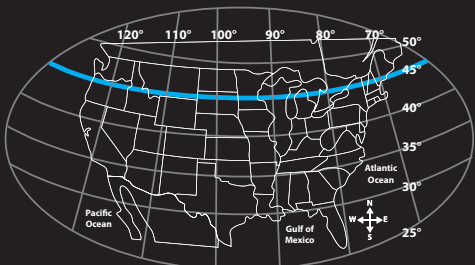


27" in Diameter disc - cast specialty concrete - flush mounted into existing concrete gallery.



OPTION A

12" x 18" framed polycarb. protected sign Mounted on backfield fence.



45th PARALLEL

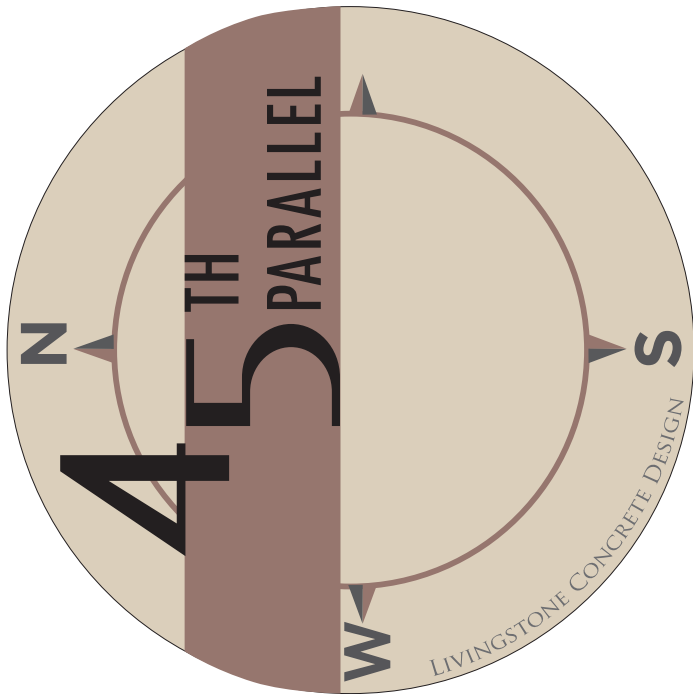
The 45th Parallel is halfway between the Equator and the North Pole.

The 45th Parallel of North Latitude on the surface of the earth passes directly through this marker. It is an East and West line which is midway between the Equator and the North Pole.

On this ball field home plate, first base, the first baseline, and the right-field foul line and pole are located precisely on the 45th parallel.

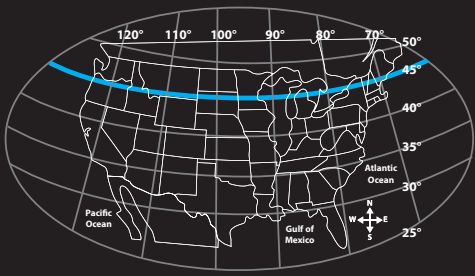
Thank you to Jay Knutson & Rolf Larson for calling attention to this unique distinction.

27" in Diameter disc - cast specialty concrete - flush mounted into a concrete pad constructed in the grass strip between the walking path and concrete gallery.



OPTION B

12" x 18" framed polycarb. protected sign Mounted on post.



45th PARALLEL

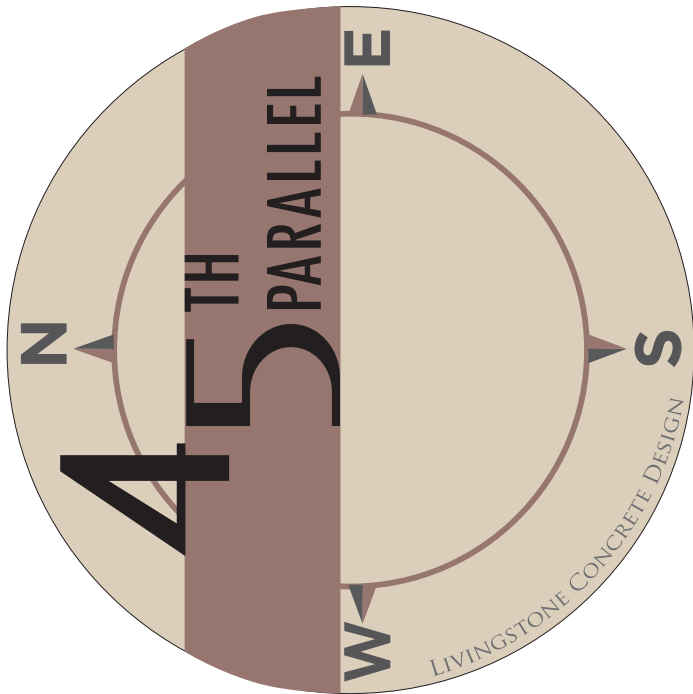
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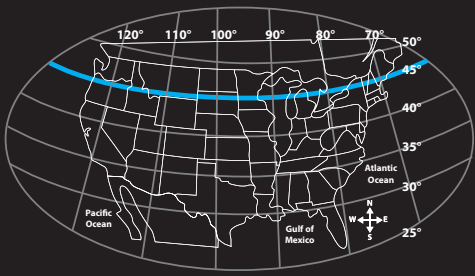
Thank you to Jay Knutson & Rolf Larson for calling attention to this unique distinction.

27" in Diameter disc - cast specialty concrete - flush mounted into a concrete pad constructed in the grass strip between the walking path and concrete gallery.



OPTION C

12" x 18" framed polycarb. protected sign Mounted on post.



45th PARALLEL

The 45th Parallel is halfway between the Equator and the North Pole.

The 45th Parallel of North Latitude on the surface of the earth passes directly through this marker. It is an East and West line which is midway between the Equator and the North Pole.

On this ball field home plate, first base, the first baseline, and the right-field foul line and pole are located precisely on the 45th parallel.

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