



*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
November 18, 2019 6:30 PM**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
 - a) October 21, 2019
5. First Lego League Students – The Students would like to present some ideas to the City/Parks Commission on how the newly 3M acquired land could be developed for park purposes.
6. Inwood Park Development
7. Park Commission 2020 Work Plan – Evaluate the 2019 work plan and consider ideas for the formal review during the December 16th, 2019.
8. December 16, 2019 Meeting Agenda
9. Communications
10. 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 October 21, 2019

Members Present: Commissioners- Ames, Nightingale, Schumacher, Weeks and Zeno
Absent: Mayek and Olinger

Staff Present: City Planner- Prchal, Public Works Director- Powers

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

Announcements

No announcements

Approval of Agenda

Weeks moved to amend the agenda adding item 4.A- Public Comments and switched items 5 and 6 to accommodate the speakers and recommended agenda for approval.

Amendments were accepted and the agenda was approved unanimously.

Approval of Minutes

a) August 19, 2019

No changes were made.

Minutes were accepted as presented.

Public Comments

Bill Wacker, 3603 Laverne Avenue North. He asked the commission what other projects are planned for Lion's Park because he lives right across the street. Mr. Wacker is hoping for a more family oriented park in the future and not so heavily focused on sports. The commission was unaware of any plans, but referred Mr. Wacker to Director Powers who said nothing is set in stone yet. Then he asked where the skating rink would be located this year and Weeks said it will be on top of the pickleball court. Director Powers clarified that is the hockey one and if they choose to have a second rink for pleasure skating it would be closer to the warming house, but it has not been decided if a second rink would be opened this year. Overall, Mr. Wacker said Lion's Park is not very family friendly right now and he wants to see improvements in the future.

Tony Manzara, 5050 Kirkwood Avenue North. Mr. Manzara extended an invitation to commissioners and the public to attend the 2nd annual Buckthorn Removal Festival on October 26th 10-1. He stated the event went really well last year and this year is expected to be very successful again.

Susan Dunn, 11018 Upper 33rd Street North. Ms. Dunn expressed concerns at Lion's Park in regards to there being no shade and agrees it is not family friendly right now. She asked for an update on mountain bike trails in Reid Park. The commission was unsure of any updates, but think with the wet year the work will continue into next year. She stated

the proposed bike trails in Sunfish Lake Park is against the plans in the 2030 Comp Plan. She requested to see the updated maps of Sunfish Lake Park. Ms. Dunn is asking the commission to review their past decisions and reconsider not allowing these bike trails in Sunfish Lake Park because they are going against the 2030 Comp Plan.

Development of Inwood Park

Prchal presented that in the CIP the Parks Commission set aside \$150,000 to develop the park in Inwood. The park has 2 acres of usable space to develop. He brought items to consider as: parking, user demographics, proximity to other parks and the amount of homes in the neighborhood. Ames asked for clarification if there were any restrictions on tying Stonegate into Inwood like a connecting trail between the two parks. Prchal did not think so and said that it could be possible in the future. The presentation had several maps to show the land that is available for the park and proposed ideas such as: trails, trees and pickleball courts. Prchal is asking the commission to create a list of amenities they would like to see in the park to allocate the \$150,000.

Ames liked that this was presented as a park for all city residents. He said he likes the idea of pickleball courts and a pavilion. Weeks agreed that this park would be heavily used by all residents. The one concern the commission had was figuring out the best option for parking, whether it would be adding street parking or creating a new lot.

Mark Rubbert, 8740 9th Place North. Presented on behalf of the residents of Inwood and what they would like to see happen in the park. He said their development created a task force to work with the city to help with the design and development of the park. They would like to see: outdoor exercise stations, native plantings and new trees, paths to a pavilion, open playfield, picnic area, pickleball, bocce ball and basketball courts, and connecting path to Stonegate Park. He provided several questions for the commission, such as: timing, criteria, meeting and review schedule, and what else can their task force do to help the process.

Ames said the task force can help if they keep coming to the Parks Commission meetings and voicing their opinions.

Weeks asked Mr. Rubbert what amenities are most important to the residents considering the budget constraints. Mr. Rubbert said that they really would like to see the native planting, the outdoor exercise stations, a pavilion, and pickleball courts.

Schumacher asked for clarification on the funding. Prchal stated that the money comes out of the park dedication fund and is not a set amount every year. Ames like the idea of bocce ball and said a court would be very cheap to build. The commission wants to make sure the park will be inclusive to all residents' not just residents of Inwood and pushed for trail connectivity between Inwood and Stonegate.

Zeno asked if the task force has any interest in becoming adopt a park group. Mr. Rubbert said they would be open to that so they can help in any way possible.

Cheryl Olstad, 729 Ivywood Circle North. She borders the north end of Inwood Park. Her concerns are about a natural drainage that runs diagonally all the way through the 2 acres of land. She brought this up to help map out the land better for positioning of proposed amenities. She suggested a rain garden would be great to help the drainage as well as planting more trees. She wants the park to stay as natural and maintenance free

as possible. Schumacher asked for clarification on the proposed location of the pickleball courts and that they would not work in the propose location due to drainage issues. Ms. Olstad confirmed that is correct and she wants them in a location where the drainage won't affect the area.

Zeno asked to formally generate a list of proposed amenities that they would like to see in the park. Prchal listed off: Bike rack, pavilion, electricity/water, pickleball, bocce ball, exercise equipment, and garbage. Prchal also said he would get a cost for running a trail between Inwood and Stonegate. The trail would lead to the loss of trees, Weeks proposed looking into a new location for the path to run to limit the loss of trees.

Ames wanted to make sure the trails consist of the same material, noting that Stonegate is crushed gravel, but the commission leaned more toward pavement for accessibility reasons.

Director Powers wanted to bring up the popularity of Frisbee golf and that could be considered for the park.

Zeno encouraged the task force to stay in touch with the commissioners and city staff to help move this process forward.

The commission recommended city staff to gather pricing options for the proposed amenities and to present findings at a future meeting.

Naming Savona Park

Prchal presented on some proposed names for the commission to look at. He highlighted the policies for selecting a name. In the packet there are some proposed names provided with some names that are Native American, historical people and random names. These names came from the public who were interested in submitting names. Prchal is hoping the commission can decide on one name, if not picking three and bringing them to council would be good as well.

Weeks likes the idea of naming parks after people, but the Shiltgen farm was not located close to Savona. So he pulled out old plat maps of the area to find historical names of people that lived there. The name Hammes stood out to him because they had been in the area the longest. Weeks recommended Hammes, Mitigomin, Goose Lake and Prairie Pond Park.

Zeno recommend Hammes and Mitigomin Park.

Nightingale recommended Mitigomin and Acorn Park. Prchal clarified that Mitigomin means acorn.

Ames recommended Mitigomin and Acorn Park.

Schumacher recommended Mitigomin and Reflection Park.

Weeks motioned to recommend Hammes and Mitigomin Park as park names for the Savona development to the City Council, with notations as to why they liked the names.

Seconded by Ames.

Motion passed unanimously.

November 18, 2019 Meeting Agenda

- 1.) Inwood Park discussion
- 2.) Potential new development that might need park dedication fees

Communications

Zeno stated that he has missed a few meetings and wanted an update on the Sunfish Lake Park mountain bike trails. Prchal stated that it cannot be approved until the updated Comprehensive Plan has been approved, but once that is approved those trails will head to the City Council.

Prchal did say that the City received an EAW request from an environmental quality board, but the stance for the assessment did not warrant the request and it was denied by the City Council.

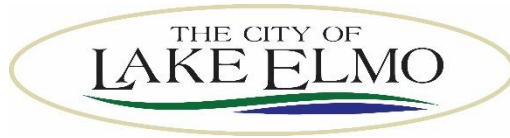
Ames asked where the potential new development will be located. Prchal said that it will be located near Inwood.

Weeks attended the City Council Workshop presentation from the Urban Land Institute a few weeks ago and he thought it was a very helpful meeting. He was impressed that these developers emphasized that parks and trail connections are very important for development.

Meeting adjourned at 8:20 p.m.

**Respectfully Submitted,
Alex Saxe, Deputy Clerk**

Draft



STAFF REPORT

DATE: November 18th, 2019
 ITEM #:

TO: Parks Commission
FROM: Ben Prchal, City Planner
AGENDA ITEM: Development of Inwood Park
REVIEWED BY: Ken Roberts, Planning Director

BACKGROUND:

The City has decided that it would be appropriate to develop the available park Land in the Inwood Development. During the October 21st meeting, Staff asked the Parks Commission as well as an active Inwood Community group to provide details on the types of amenities they want to see in the park space. At the October 21st meeting suggested amenities were provided to Staff and a breakout of pricing will be provided during this review.

ISSUE BEFORE COMMISSION:

What amenities would the Parks Commission like to recommend for inclusion in the Inwood Park?

ANALYSIS/FISCAL IMPACT:

The entire park is 12.11 acres in size, which includes the north/south trail connection. However, Staff is expecting about 1.8 acres of the park will be useable for “active use amenities.” In the past there have been many ideas of the types of uses that this park should satisfy. At one point exercise equipment was discussed, picnic tables and a pavilion, and a pickle ball court(s) have all been on the table when it comes to this park.



Some things Staff would like the Commission to keep in mind is that the neighboring park to the East known as Stonegate has a baseball field, playground, and parking.

Suggested Amenities for Inwood:

Bike Rack	Pavilion (with electric)	Pickleball
Water fountain	Trash cans/seating	Exercise equipment
Walking Trail Connection(s)	Frisbee golf	Bocce ball

FISCAL IMPACT:

At this time, \$150,000 is reserved to develop the park. The funds are not sufficient enough to cover all of the desired items. Due to the cost of the amenities Staff would like to recommend follow through on one of two options and add the other items in additional an additional phase(s).

(Please refer to the breakout table explaining the costs.)

Plan 1 – Pavilion, Pickleball, Benches/Picnic tables, and trash cans.
Cost \$122,045 Remaining Funds for grading or unforeseen costs \$27,955

Plan 2 – Pickleball, Benches/Picnic tables, Walking Trail, and Trees.
Cost \$111,080 Remaining funds for grading or unforeseen costs \$38,920

Staff Comments

Staff is recommending that the development be broken up into more than one phase so that the City does not accidentally overextend on the allowed budget.

Plan 1 – Plan one has value in that it provides an active use while also giving the park the opportunity to have a passive location to sit and wait to use the pickleball court, or other amenities that may be present.

Plan 2 – Staff views this as the preferred option because it provides an active use (pickleball), benches/picnic table under the trees (alternative to the pavilion), and a walking trail connection to the Stonegate park. Public Works will be able to help with the removal of trees to establish the Stonegate trail connection.

After discussing the plans with Public Works it seems prudent to plant prairie grass east of the courts and north towards the home. There are grant opportunities to purchase seed and Washington County allows Cities to rent a no-till seeder. This will minimize the amount of mowing that will be required and provide prairie habitat. Staff is recommending that the Commission allow Public works to utilize the savings to purchase seed (if the grant is not successful) and rent the planter from Washington County.

RECOMMENDATION:

Staff is recommending Plan 2 as it appears to be more in line with the objectives of the Park Commission while also providing shading for the picnic tables.

ATTACHMENTS:

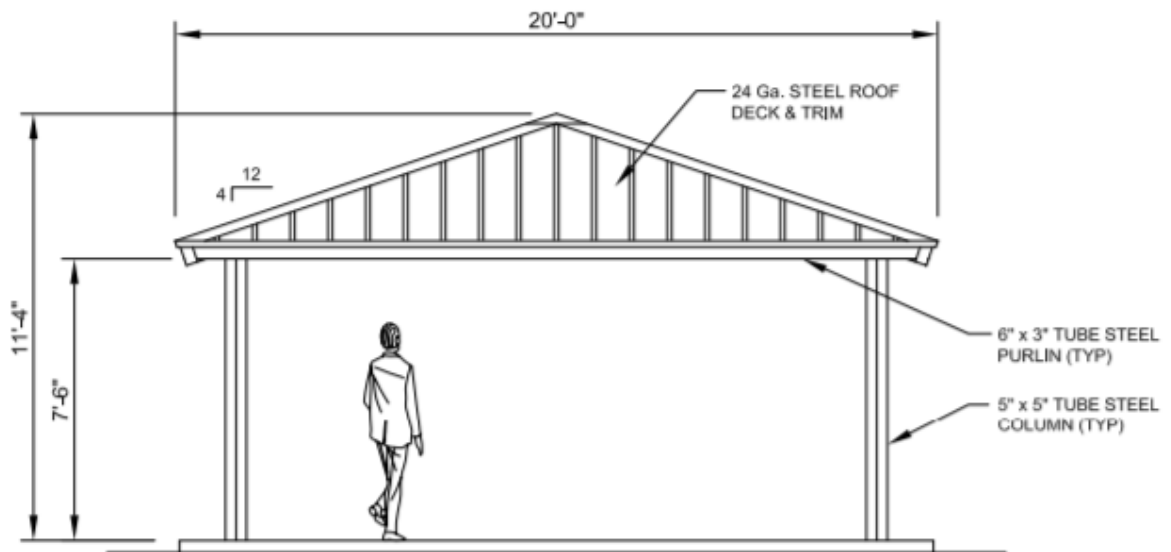
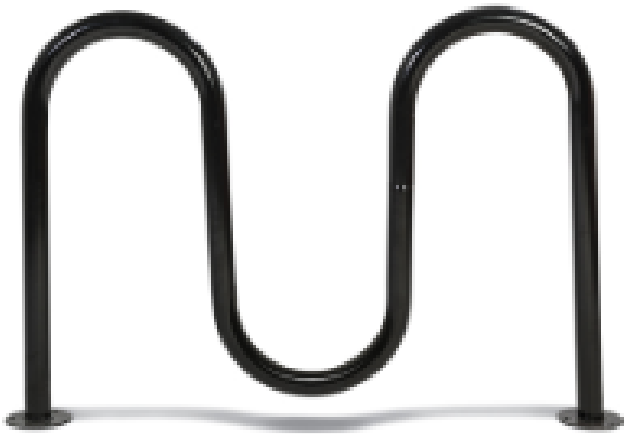
- Proposals
 - Cost Break Out
 - Pictures of items
 - Tentative Layout of Park
 - Bids from other communities for Pickleball

Amenity	Price	Unit	Cost
Bike Rack - 5 Bikes	\$284.00	1	\$284.00
Pavilion	\$40,000.00	1	\$40,000.00
Pickleball	\$80,000.00	1	\$80,000.00
Bocce Ball or Horeshoes		2	\$0.00
Water Line	\$47.00	73	\$3,431.00
Water Fountain	\$3,050.00	1	\$3,050.00
Trashcans	\$475.00	1	\$475.00
Benches/Picnic Table (under pavilion)	\$785.00	2	\$1,570.00
Exercise Equipment	\$2,000.00	4	\$8,000.00
Walking Trail	\$74.00	365	\$27,010.00
Frisbee golf	\$350.00	3	\$1,050.00
Tree Planting	\$250.00	10	\$2,500.00
Total Cost			\$167,370.00

Amenity	Price	Unit	Cost		Product Number	Manufacturer
Bike Rack - 5 Bikes	\$284.00	1	\$284.00	Capable of accommodating 5 bikes.	BRK538S	Wabash Valley
Pavilion	\$40,000.00	1	\$40,000.00	It is expected to cost \$20,000 for the pavilion and then another \$15-20K for shipping, install, etc.	SQ-20-SW-VT	Coverworx
Pickleball	\$80,000.00	1	\$80,000.00	Quotes from Stillwater have been provided, their situation is different from Lake Elmo's as they had a base to work off of and their space is consisting of 3 courts where Inwood would be 2 courts. Also, some information for St. Louis Park is useful as well. They propose to install 5 courts, Staff divided the total cost by 5 to get an estimate per court (\$40k)		
Bocce Ball or Horseshoes		2	\$0.00	Staff would recommend waiting to see if there would be any interest for volunteers to build the courts or perhaps an eagle scout would be interested building them.		
Water Line	\$47.00	73	\$3,431.00	I was given an estimation of \$36 to \$58 per ft., with an average coming to \$47 per lineal ft.		
Water Fountain	\$3,050.00	1	\$3,050.00	One fountain that is handicap accessible	440 SM	Most dependable fountains
Trashcans	\$475.00	1	\$475.00		LR300® and SB100	Wabash Valley
Benches (under pavilion)	\$785.00	2	\$1,570.00	Two benches under the pavilion	SG115(D)	Wabash Valley
Exercise Equipment	\$2,000.00	4	\$8,000.00	Estimated Cost - Not including Install		
Walking Trail	\$74.00	365	\$27,010.00	The walking trail pricing is based off of a 8' trail with 6" of gravel base. The Lineal feet provided is an estimation of what will be needed.		
Frisbee golf	\$350.00	3	\$1,050.00			
Tree Planting	\$250.00	10	\$2,500.00	Prices will vary		Arbor Hill Tree Farm also book form Landscape Architect

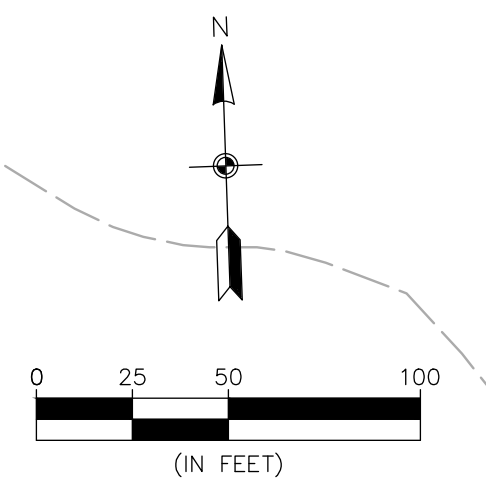
Total Cost \$167,370.00

Pictures of items listed out in the financial breakout.

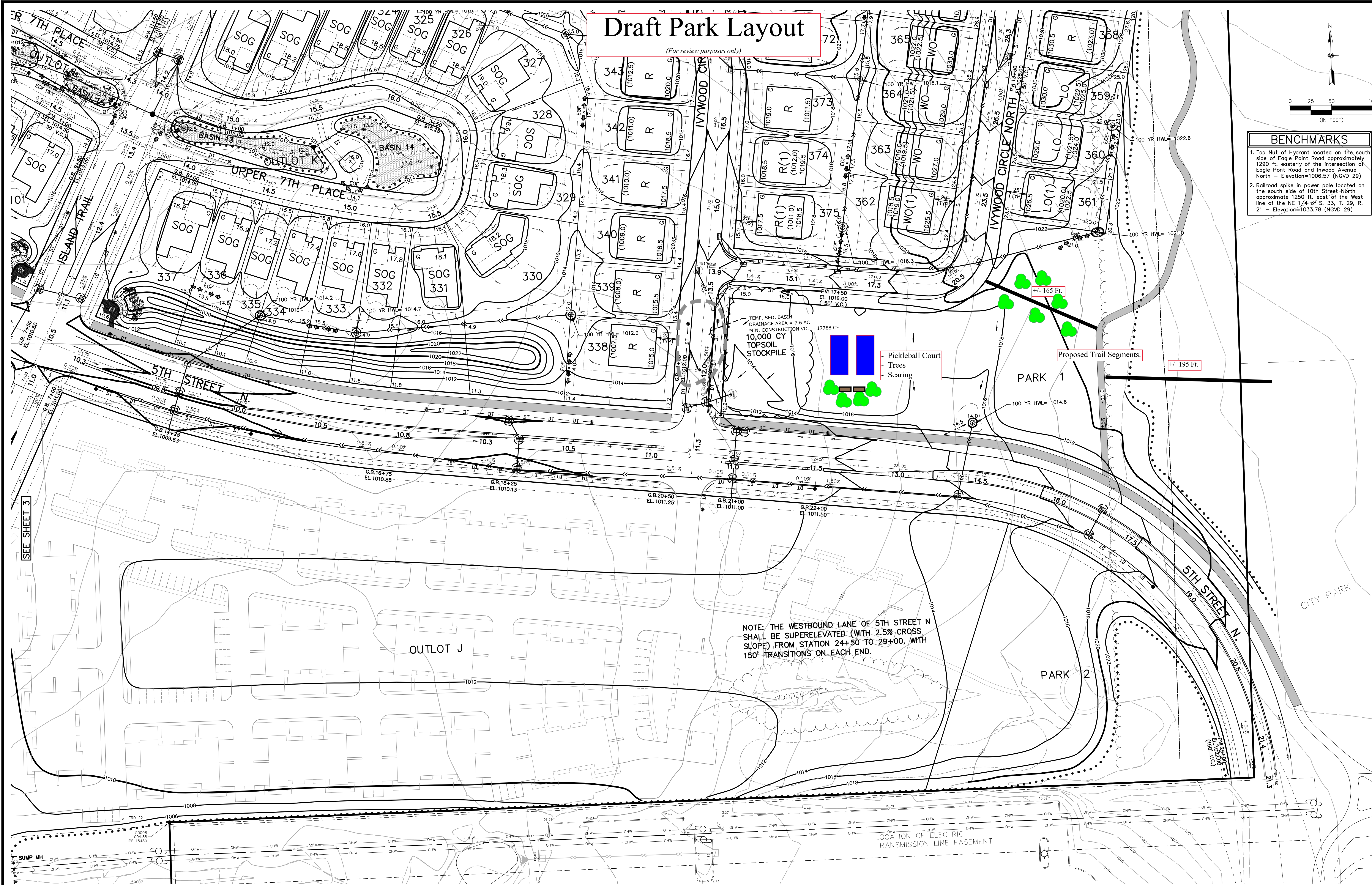


Draft Park Layout

(For review purposes only)



- BENCHMARKS**
1. Top Nut of Hydrant located on the south side of Eagle Point Road approximately 1290 ft. easterly of the intersection of Eagle Point Road and Inwood Avenue North - Elevation=1006.57 (NGVD 29)
 2. Railroad spike in power pole located on the south side of 10th Street-North approximately 1250 ft. east of the West line of the NE 1/4 of S. 33, T. 29, R. 21 - Elevation=1033.78 (NGVD 29)



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 www.carlsonmccain.com

I hereby certify that this plan, specification or report 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

Print Name: Brian J. Krystoflak, P.E.
 Signature: *Brian J. Krystoflak*
 Date: 02/13/15 License #: 25063

Drawn: LC
 Designed: BJK
 Date: 02/13/15

Revisions:
 1. 02/23/15 Update Bid Set Per City Comments
 2. 03/23/15 Per Watershed Comments
 3. 03/27/15 Per City Comments
 4. 04/06/15 Per MPCA Comments
 5. 04/10/15 Per City Comments
 6. 04/16/15 Per City Comments
 7. 05/13/15 Per City Comments

8. 2/26/16 Per City Comments

M/I HOMES
 941 NE Hillwind Rd., Suite 300
 Fridley, MN 55432

InWood
 Lake Elmo, Minnesota

GRADING, DEVELOPMENT & EROSION CONTROL PLAN

**CITY OF ST. LOUIS PARK
ADVERTISEMENT FOR BIDS
WOLFE PARK PICKLEBALL COURT CONSTRUCTION**

Receipt and opening of proposals: Sealed proposals for the work described below will be received at the office of the City Clerk, City of St. Louis Park, 5005 Minnetonka Blvd., St. Louis Park, Minnesota, until **11:00 a.m., Thursday, March 21, 2019**, at which time the bids will be opened and publicly read. All bids must be submitted on the proposal forms provided for that purpose.

Bids will only be accepted and receipted for by the office of the city clerk on the 3rd floor of St. Louis Park City Hall. Bids shall be sealed in a 9" x 12" or larger envelope with an "Official Bid" label attached. Label will be supplied with project specifications.

Description of work: City Project No. 21999908

The work shall include, but will not be limited to, the following:

Development of five (5) pickleball courts in Wolfe Park to include tree removal, import of fill, general earthwork, new bituminous pavement, court color coating, concrete pavement and footings, chain link fencing and gates, erosion control and restoration.

Questions regarding this project shall be directed to Ryan Ruttger, WSB at 612.258.2304.

Completion of work: All work under the contract must be substantially completed by August 1, 2019.

To obtain bid documents: All bids shall be on the proposal form supplied by the city and shall be in accordance with the plans and specifications for said project which are on file and available for inspection in the office of the Director of Operations and Recreation, St. Louis Park Rec Center, 3700 Monterey Drive, St. Louis Park, MN 55416. Digital copies of the bidding documents are available at <http://www.quest-cdn.com>. You may download the complete set of bidding documents for a non-refundable fee of \$40 by entering eBidDoc #6168390 on the "Search Projects" page. Documents are also available for a non-refundable fee of \$100 at the offices of WSB, 701 Xenia Ave. S., Suite 300, Minneapolis, MN 55416.

Bid security: A bid bond in the amount of not less than 5% percent of the total amount bid, drawn in favor of the City of St. Louis Park, shall accompany each bid.

Owner's rights reserved: The City Council reserves the right to reject any and all bids, to waive irregularities and informalities therein and the right to award the contract in the best interests of the City. No bids may be withdrawn for a period of 60 days from the date of opening of bids.

Thomas K. Harmening,
City Manager

Published in the
Sun Sailor
March 7, 14, 2019
912578

Executive summary

Title: Bid tabulation: award bid for addition of pickleball courts in Wolfe Park

Recommended action: Motion to designate K.A. Witt Construction Inc. as the lowest responsible bidder and authorize execution of a contract in the amount of \$209,906 for the pickleball courts in Wolfe Park.

Policy consideration: Does the city council wish to proceed with this projects by authorizing staff to enter into a contract with K.A. Witt Construction Inc.?

Summary: A total of seven bids were received for the Wolfe Park pickleball court project; summary is as follows:

Contractor	Bid amount
K.A. Witt Construction Inc.	\$209,906.00
GL Contracting, Inc.	\$231,337.55
Peterson Companies	\$237,217.28
G Urban Companies	\$244,582.00
ODESA II	\$255,740.50
Meyer Contracting, Inc.	\$297,503.46
Barber Construction, Inc.	\$313,777.80

A review of the bids indicates K.A. Witt Construction Inc. submitted the lowest responsible bid for the addition of pickleball courts in Wolfe Park. References have been checked and K.A. Witt Construction Inc. has completed this type of project successfully in other cities.

Financial or budget considerations: This project is included in the city's Capital Improvement Plan (CIP) for 2019 for \$175,000. The low bid was \$209,906. Additional expenses for consultants and soil disposal put the project costs at \$238,406. The increase in bids is due to two main factors: asphalt and steel costs. Similar to what the city has experienced with higher bids on street projects, the price of asphalt has risen dramatically due to all the construction projects in the area. Steel is needed for the fencing around the courts. Steel costs are also coming in higher for other cities. Staff recommends proceeding with this very project. We do not think rebidding this would result in lower prices. We have rearranged some CIP projects and have saved money on other projects so that we have money to cover the increased cost for this project in the Park Improvement Fund.

Strategic priority consideration: St. Louis Park is committed to creating opportunities to build social capital through community engagement.

Supporting documents: None

Prepared by: Rick Beane, Parks Superintendent

Reviewed by: Cynthia S. Walsh, Director of Operations and Recreation

Approved by: Tom Harmening, City Manager

Tennis Court Rehabilitation Project
Bid Proposal



City of Stillwater
216 N. 4th Street
Stillwater, MN 55082
651-275-4100 Public Works Department
651-275-4112 Fax

Staples Field Tennis Courts

Item #	Total Area is 17,017 ft ²	Unit	Quantity	Unit Price	Amount
1	Remove and Replace Fence as needed for access	LS	1	1,500	1,500
2	Full Depth Reclaim (based on estimated 4" depth)	CY	211	21.10	4,452
3	Grade Base and Compact	LS	1	4,250	4,250
4	2" Base Course	Ton	237	90.09	21,352
5	1 1/2" Wear Course	Ton	178	90.96	16,191
6	New Net Posts (6 tennis 4 pickleball) Nets (3 tennis 2 pickleball)	LS	1	5,526	5,526
7	Court Surfacing and Lines for Tennis (2) and Pickleball (6)	LS	1	16,115	16,115
Grand Total for Staples Tennis Court					69,386

- Notes:
- *The City will set grade for grading and compaction of base.
 - *The acrylic coating should be green on outside and blue in play areas with white lines. Tennis lines should match USTA guidelines. Pickleball lines should match USAPA guidelines.
 - *There will be 2 permanent tennis courts with lines for pickleball in yellow on on(1). 2 permanent pickleball courts will be placed on the end. See photo for example.
 - *Removal of old net posts
 - *New Net Posts (6 tennis & 4 pickleball) and nets (3 tennis & 2 pickleball) to be installed.
 - *The surface (wear) course shall be built with a fine-graded, 1/2" maximum aggregate particle size (Nominal Maximum Aggregate Size of 3/8") or smaller. Surface course shall be installed to a minimum average 1-1/2" compacted thickness; ensure that no thickness of less than 1- 1/4" compacted thickness is placed.

Cities small contract agreement applies

Responsible Contractor Verification and Certification must be submitted with quote.

IC 134 must be submitted prior to final payment

Bids may be submitted by mail, email, fax or in person to City Hall at above address Attn: Tim Moore

Questions contact: Tim Moore at 651-275-4102 or tmoore@ci.stillwater.mn.us or Matt Babcock at 651-275-4106 or mbabcock@ci.stillwater.mn.us

Bids should be labeled **Tennis Court Rehabilitation** and will be due on Monday **April 22th, 2019 at 10:00 AM**

Project should be completed by **October 1, 2019**

The City reserves the right to add or subtract quantities from bid to meet project budget.

All bids must be submitted on the City's proposal form and be a complete proposal.

Please provide any additional comments, modifications, or suggestions to the proposal prior to quote due date.

Date: 19 APR 20 19 Company Name: Broehmman Blacktopping Inc
 Print Name: Edward J. Francis Address: 7020 Lake Elm Ave N
 Signature: [Signature] Stillwater, MN 55082
 Title: President - owner Phone: (651)439-5379



Staff Report

DATE: 11-18-2019

MOTION

AGENDA ITEM: Parks Commission 2019 Work Plan

SUBMITTED BY: Ben Prchal, City Planner

BACKGROUND:

Every year the Parks Commission works with Staff on establishing a list of activities that should be accomplished throughout the year. During the 2019 season quite a few of the listed items were achieved.

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

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

ISSUE BEFORE PARKS COMMISSION:

Staff would like the Commission to review the Work Plan and bring ideas back for the December 16th 2019 meeting, which is when the plan will formally be reviewed.

DETAILS AND ANALYSIS:

The projects listed in red text are the projects that were accomplished or had been reviewed by Commission and City Council in 2019. Staff will be updating the list for 2020 and bring the work plan back for the December 16th meeting. All projects slated for development through the Capital Improvement Plan (CIP) in either 2020 or 2021 will shift onto the work list. As mentioned earlier Staff is not asking for a formal review at this time. Instead this should serve as awareness to the Commission that the plan will be looked at in December and to bring ideas for the plan at that time.

ATTACHMENTS:

1. 2019 Parks Commission Work Plan



2019 Parks Commission Strategic Plan of Work

The City of Lake Elmo Park Commission has affirmed their overall goals to be:

- 1) Ensure that our parks and trail system are constructed / maintained.
- 2) Provide recreational amenities that will attract more users of public lands as well as property tax payers to the City.
- 3) Create a safe environment in all our parks.
- 4) Serve as a review body to make sure the “open space” character development is preserved in new developments.

With the broader priorities defined, the 2019 Park Commission Strategic Plan of Work has been broken down into six segments: Planning & Policy; Park Development & Equipping; Maintenance & Refurbishing; Nature & Conservation; Park Awareness; and Finance.

Status and Timeline (projected months in which project will be brought to Parks Commission meeting) are also indicated in order to better manage goals and objectives.

Planning and Policy			
Assess future park needs.			
Project	Specific Tasks	Status	Timeline
Work with the County on implementing the Central Greenway Trail Master Plan.	<ul style="list-style-type: none"> • Assist Washington County when necessary. • Schedule workshops for trail implementation. • Work with Washington County on funding opportunities. 	<ul style="list-style-type: none"> • A preliminary trail route has been determined 	2019 – Work on preparation for Met Council review.
Development Review	<ul style="list-style-type: none"> • Continue to make recommendations on development applications with a focus on proper equipping of parks and available park funding. • Have available 5 year CIP upon request 	Ongoing	Ongoing
By-laws for Parks Commission	<ul style="list-style-type: none"> • Develop and review suggested by-laws for the commission to follow 	Ongoing	2019
Park use plan	<ul style="list-style-type: none"> • Revisit and update the plan as needed 	Ongoing	As needed
Park Naming Policy	<ul style="list-style-type: none"> • Develop a methodology for proper naming of new parks. 	Will begin when time allows in 2019	2019
Look for Grant Opportunities	<ul style="list-style-type: none"> • Look for grant opportunities that aide in development of parks within the City. 	Ongoing	Ongoing

Development & Equipping

Begin work on approved projects (those in the Capital Improvement Plan or have received a form of funding approval).

Project	Specific Tasks	Status	Timeline
Sunfish Lake Park	<ul style="list-style-type: none"> Develop a Mountain Bike trail system throughout Sunfish Lake Park (\$120,000) Submit grant for buckthorn removal 	<p>Trail Planning</p> <p>Planning</p>	<p>2019 – completion of plan and begin construction</p> <p>Grant due Sept</p>
Lions Park	<ul style="list-style-type: none"> Install 45th Parallel Marker (\$1,000) Complete pickleball court and install hockey rink boards 	Approved by Council in 2018.	2019 – Complete the project
New Park Development (Wildflower/Village Preserve)	<ul style="list-style-type: none"> Determine the best equipment for the space. (\$105,000) Gain Neighborhood input 	Planning, Design, and Implement plan in 2019	2019 – Have new park complete
Pebble Park	<ul style="list-style-type: none"> Pave the parking area, develop two volleyball courts, lighting, and security features. (\$10,000 Volleyball, \$15,000 Lighting/Security, \$40,000 Court Resurfacing) Install 4" water service and seal existing well (Expected \$20,000 Wtr service and \$20,000 for regrading of drive) 	Implement plan in 2019	Make Recommendations on suggested improvements.

Maintenance & Refurbishing

Maintain and upgrading park facilities in a manner that increases park use for a relevant experience.

New soccer and tennis nets, add benches and garbage cans.	<ul style="list-style-type: none"> Public works to carry out maintenance. 	Recommended by Public Works	2019
Pickleball	<ul style="list-style-type: none"> Refurbish current tennis courts to accommodate pickleball. 	Ongoing and as requested.	2019
Park needs assessment	<ul style="list-style-type: none"> To be completed by public works staff. 	Ongoing	On going

Nature & Conservation

Mission Statement: To promote the open space character and commitment to the environment via nature observation amenities and targeted conservation programs.

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

Park Awareness

Mission Statement: To promote the utilization of City Parks

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

Finance

Mission Statement: To effectively spend parkland dedication funds to meet the objectives of each year's Strategic Plan of Work while maintaining a minimum fund balance of \$100,000.

Project	Specific Tasks	Status	Timeline
Update Capital Improvement Plan if needed to accomplish goals outlined herein.	<ul style="list-style-type: none">• Reassess funding priorities as needed.	As needed	May/June 2019
Provide Budget Updates as necessary	<ul style="list-style-type: none">• Provide financials on park dedication fund upon request.	As requested	Ongoing