



*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
December 16, 2019 6:30 PM**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
 - a) November 18, 2019
5. Public Comments
6. 2020 Work Plan
7. January 22, 2020 Meeting Agenda
8. Communications
9. 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 November 18, 2019

Members Present: Commissioners- Mayek, Olinger, Schumacher and Weeks

Absent: Ames, Nightingale, & Zeno

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.B- Public Comments.

Amendment was accepted and the agenda was approved unanimously.

Approval of Minutes

a) October 21, 2019

No changes were made.

Minutes were accepted as presented.

Public Comments

Susan Dunn, 11018 Upper 33rd Street North. Ms. Dunn stated that on November 5th, 2019 the City Council approved the proposed mountain bike trails in Sunfish Lake Park which was in violation of the 2030 comprehensive plan. She stated that she believes the vote was put on hold until November when the new 2040 comprehensive plan was in place to allow the bike trails to be put into the park. Ms. Dunn read some quotes from the Council meeting and told the commission they are the caretakers of the park and they should monitor in the future.

First Lego League Students

Students from Stillwater Middle School came to present on some ideas for the newly acquired 3M land on the west side of town by the public works building. They have some design ideas for a new park on that 180 acres that would be sustainable and ADA accessible. They had met with Director Powers a few weeks ago to discuss some ideas. They used Legos to design their park. Their design includes: Parking lot, shelter, play area, hockey rink/basketball court, splash pad, possible water slide/pool, baseball field and trails. They did research that found parks make the community happier, healthier, reduces crime, and helps increase land value. For sustainability they would use solar panels on the shelter roofs to power park lights, use recycled plastic, metal and wood for equipment. Their plan would have the park at 5-10 acres big and they provided some

cost estimates. Estimated cost of the recycled play structure- \$42,000; splash pad-\$15-\$35,000; water slide- \$20-\$70,000; seven solar panels- \$2-3,000; rubber mulch- \$6-7,000; and the pool-\$113,000.

Schumacher asked the students what a splash pad is. The students described it to be like a pool, but the bottom is softer material, it is usually very shallow and has play structures like fountains. Weeks asked the students if they would use the splash pad if it was put in and they all said yes.

Weeks told the students their presentation was really well done and that their numbers were very impressive.

The students concluded by saying, these are just ideas, but they hope this park can happen in the future to make a more happy community.

Inwood Park Development

Prchal recapped what was discussed at the previous meeting where the commission wanted city staff to gather pricing options for the proposed amenities. 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 up that the property to the south is going to have a 60 unit apartment building built. Prchal had two plans he presented as a result from suggestions at the last meeting. Plan 1: Pavilion, pickleball, benches, picnic tables and trash cans at an estimated cost of \$122,000. Plan 2: 2 pickleball courts, benches, picnic tables, walking trail and trees at an estimated cost of \$111,080. He suggested developing this park in phases to not go over budget. Prchal is recommending plan 2 because it has the walking trail connection and the trees will attempt to provide some shade from the sun.

Mayek asked what the dimensions of a pickleball court are. Prchal said they are approximately 20X40. He also asked for clarification that it is 2 pickleball court being proposed and Prchal said yes that is the plan. Mayek was concerned that 2 courts is not enough and wanted to know if there would be room set aside to possibly add more courts in the future. Schumacher would like to see more than 4 benches that did not seem like enough if more pickleball courts were added.

Olinger asked what the surface of the walking trail would be. Prchal said the surface would be asphalt. She also asked about the exercise equipment. Prchal said that was input from the community group that presented at the last meeting.

Weeks asked what the total distance of the walking trail would be and Prchal stated roughly 365 feet. Olinger asked if signage would be added on the trails to let people know they are going from Inwood to Stonegate Park. Prchal said that was not in the plan, but it could be. Weeks was hoping it would be seen as one big park rather than 2 parks.

Weeks raised several concerns about the apartment building that will be built across the street saying that could change the demographics of park users. Which could change the outlook of the amenities they put in. He said he is not sold on plan 2 and would like Prchal to do some more explaining, because he likes the idea of a pavilion. But plan 2 has the walking trail which he likes because it connects the two neighborhoods. He wants to make sure there are adequate benches and trash cans in each plan. Prchal said there is room for more trash cans regardless of which plan. Weeks asked if there is any

structure than can be built that would be cheaper than a \$40,000 pavilion. Prchal said there are ways to bring the cost down, making the size smaller or not adding a concrete base. Weeks would like to find a way to get the pavilion and the walking trail built. Mayek suggested the trail could be crushed limestone versus asphalt. Director Powers raised the concern about ADA compliance and said crushed limestone would not be the best idea.

Olinger went back to Prchal's suggestion of phases and asked if down the road the large field in Stonegate could be used to add more amenities. Prchal said that could be a possibility. Olinger said being able to add amenities to that field could address the needs if a younger population is using the park in the future.

The commission discussed the placement of the trail and keeping it away from the road and busy traffic. Director Powers said the goal is to get the trail connected all the way up the parking lot in Stonegate to create better trail connectivity.

Weeks asked with the new apartment coming in, is it the up to the Parks Commission to figure out how people will cross from the south side to the north side of 5th street or if the city has plans for that. Prchal believes there already is a pedestrian crosswalk, but if they wanted improvements done, he is not sure what the process would be. Director Powers does not believe sidewalk improvements would fall on the Parks Commission.

Olinger wants to know if they can add a pavilion without a concrete pad into plan 2. Powers said the concrete needs to be there for ADA accessibility, he suggested putting off the pickleball courts for a year and approve the amenities the commission is concerned about right now. Weeks was thinking the other way around, pushing off the pavilion and adding the pickleball courts now. Weeks is leaning more toward plan 2. With the budget they cannot afford to add more pickleball courts.

Olinger suggested reducing the length of the walking path for now and that would save money to add another pickleball court, but that would max out the budget.

Prchal said the path is critical, that is why he was recommending doing this in 2 phases then they can request to add to the budget in the future to go with any reserves from the 1st phase.

Olinger motioned to approve Plan 2: 2 pickleball courts, benches, picnic tables, walking trail and trees. Mayek seconded the motion.

Olinger amended the motion to have the connecting trail from Inwood to Stonegate to be unpaved at this time and to add a trash can in the park.

The amendment to the motion to have the trail connecting Inwood and Stonegate be unpaved at this time and to add a trash can in the park passed unanimously.

The commission motioned to approve the amended Plan 2: 2 pickleball courts, benches, picnic tables, unpaved walking trail, garbage can and trees.

Motion passed unanimously.

Parks Commission 2020 Work Plan

Prchal presented to the commission the work plan for 2020. There was no discussion, this was just to get the commission thinking about things they would like to see happen in 2020 and it will be discussed at the December meeting.

December 16, 2019 Meeting Agenda

1) 2020 Work Plan

Communications

Prchal stated that the Sunfish Lake Park mountain bike trails were approved by the City Council on November 5th.

Weeks asked about the Savona Park names they picked last meeting. The commission had recommended Hammes, but it is not on the City Council Agenda as a recommended name. Prchal explained that on approved final plat for that developed it is called Hammes Estates, so staff felt it was not a good idea to name the park after the development. The only name being recommended to council is Mitigomin, Weeks asked if next time they should recommend three names in the event something like this happens again. Prchal said they could do that if they would like.

Director Powers gave an update on Pebble Park. He said the lighting improvements were finished. Firefly Park sign is up. 45th Parallel marker is all done at Lion's Park. Public Works created a new gate in the hockey boards for access to get into the rink. They fixed the gate at Sunfish Lake Park.

Weeks said he was impressed with how Firefly looked and the sign is great. But he was disappointed by the lot size the developer gave to the park. He said the tennis and basketball courts in Pebble Park look rough and he was wondering if someone can pressure wash them in the spring and Director Powers said they could do that.

Weeks asked about the soccer net that was in Easton Village and then wasn't. Director Powers said that Tablyn Park has two and a new well is going into that park on those fields, so he would like to move one of those nets to Easton Village.

Meeting adjourned at 8:00 p.m.

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



Staff Report

DATE: 12/16/2019

ITEM #:

MOTION

AGENDA ITEM: Parks Commission 2020 Work Plan
SUBMITTED BY: Ben Prchal, City Planner
REVIEWED BY: Marty Powers, Public Works Director
Ken Roberts, Planning Director

BACKGROUND:

Per Section 32.092 of the Lake Elmo City Code, the Parks Commission is tasked with developing an annual work plan, including a list of projects, maintenance items, programs and goals for the year. Staff built off of the 2019 work plan to establish the 2020 Parks Commission Work Plan.

The Plan is intended to assess and then implement overall goals of the Parks Commission and outlines projects that the Commission and staff will work on throughout the upcoming 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 provides an 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 Park Dedication money 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? Also, continue to implement conservation efforts and remediation of invasive species.
- **Park Awareness** – Establishes the goals and ways in which staff and the commission can receive feedback from the community. The City currently uses an online survey tool to reach out to residents with hopes of understanding what the needs of the community might be.
- **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 THE PARKS COMMISSION:

Would the Park Commission like to accept the 2020 work plan as proposed?

DETAILS AND ANALYSIS:

There are many changes from the 2019 work plan included in the proposed 2020 work plan. Included as an attachment is a redlined work plan but Staff has outlined the changes below.

Planning and Policy – The edits are minor and may not come as a surprise. The listed “projects” are long term and Staff does not foresee a near end date.

Development & Equipping – This section has changed substantially and tends to follow the plans within the Parks Capital Improvement Plan. The largest change is the trail implementation in Sunfish Lake Park. This was intended for development in 2019 but the review and approval processes required it to be pushed into 2020. Following this, the only park improvement/development that is slated for 2020 was the park land in the Inwood development.

Maintenance & Refurbishing – Both Planning and Public Works believes it would be beneficial to evaluate the parks and determine if any of them should receive tree plantings. Because Staff implementation of these improvements would cost less than \$10,000 it will not be inserted into the Capital Improvement Plan. Staff has added two parks to the list with the intent of them being watched throughout the spring through fall to determine if a larger plan of action will be required to ensure practical use.

Nature & Conservation – Sunfish Lake Park will need to be managed and receive buck thorn mitigation for years to come.

OPTIONS:

1. Approve the Parks Commission 2020 Work Plan as presented.
2. Amend the Parks Commission 2020 Work Plan as presented.

FISCAL IMPACT:

Fiscal impacts are outlined in the Capital Improvement Plan (CIP). CIP items are funded through the Park Dedication Fund while Development & Equipping items are funded through the Public Works Budget.

RECOMMENDATION:

Staff recommends the following motion:

“Motion to recommend approval of the 2020 Parks Commission Work Plan.”

ATTACHMENTS:

1. 2020 Parks Commission Work Plan (red line)



2020 Parks Commission Strategic Work Plan

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 reviewing body to make sure the “open space” character development is preserved in new developments.

With the broader priorities defined, the 2020 Park Commission Strategic Work Plan 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 • <u>Met Council has approved the master plan.</u> 	<p>2019—Work on preparation for Met Council review. (Ongoing) As road projects or other opportunities become available Staff will work to help develop segments of the trail</p>
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 • <u>Review/amend as required.</u> 	Ongoing	2019 <u>Ongoing</u>
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 City parks. Amend the Park naming Policy 	Will begin when time allows in 2019 <u>2020</u>	2019 <u>2020</u>
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) Work with Trail Builder on constructing trails within Sunfish Lake Park 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> <p>Advertise for bids for trail development 2020.</p> <p>Submit buck thorn grant 2020.</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) Inwood Park	<ul style="list-style-type: none"> Determine the best equipment for the space. (\$105,000) Gain Neighborhood input Determine what the best amenities may be for the park. Receive bids for construction 	Planning, Design, and Implement plan in 2019/2020	2019-2020 – 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) 	Implement plan in 2019	Make Recommendations on suggested improvements.
Dog Park	<ul style="list-style-type: none"> Review City parks/land to determine where a dog park may be located. 	Beginning Conversation in 2020.	2021
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. Trash can replacement Tree plantings 	Recommended by Public Works	2019/2020
Pickleball	<ul style="list-style-type: none"> Refurbish current tennis courts to accommodate pickleball. 	Ongoing and as requested.	2019-2020
Park needs assessment	<ul style="list-style-type: none"> To be completed by public works staff. 	Ongoing	On going

<u>Reid Park</u>	<ul style="list-style-type: none"> • <u>Watch Trails – mulch may need to be brought in to fill soft spots.</u> 	<u>Spring 2020</u>	<u>2020</u>
<u>Ridge Park</u>	<ul style="list-style-type: none"> • <u>Evaluate the playground and determine if more landscaping is required to address the wet spots.</u> 	<u>2020</u>	<u>2020</u>
<u>City Trails</u>	<ul style="list-style-type: none"> • <u>The Public Works and Planning Department will be preparing trail maps and maintenance plans for the trails.</u> 	<u>2020</u>	<u>Ongoing</u>

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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. • <u>Continue to work and build off of the existing management plan.</u> 	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. 	<u>Recommended by Staff</u> <u>As Required</u>	<u>2019</u> <u>Ongoing</u>

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 <u>April/May 2019</u> <u>2020</u>
Provide Budget Updates as necessary	<ul style="list-style-type: none"> • Provide financials on park dedication fund upon request. 	As requested	Ongoing