

*Our Mission is to Provide Quality Public
Services in a Fiscally Responsible Manner
While Preserving the City's Open Space
Character*



NOTICE OF MEETING

**City of Lake Elmo Park Commission
3880 Laverne Avenue North
March 18, 2019 6:30 PM**

AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
 - a) February 20, 2019
4. Playground Proposal for Wildflower and Village Preserve
5. Playground Policy
6. April 2019 Meeting Agenda
7. Communication
8. Adjourn

****Note: Every effort will be made to accommodate person or persons that need special considerations to attend this meeting due to a health condition or disability. Please contact the Lake Elmo City Clerk if you are in need of special accommodations.*

MINUTES

City of Lake Elmo Parks Commission February 20, 2019

Members Present: Commissioners Mayek, Nightingale, Olinger, Schumacher, Weeks, Zeno

Members Absent: Commissioners Ames, Zeno

Staff Present: City Planner Prchal

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

Approval of Agenda

Olinger made a motion to approve the agenda, seconded by Mayek. Motion passed.

Approval of Minutes

Motion by Mayek to approve the January minutes, seconded by Schumacher. Motion passed.

Review of Preliminary Plat for Bentley Village

Prchal presented that Bentley Village is a proposed townhouse development south of Savona Park. They are proposing 240 units on 34 acres with amenities including a pool, playground, open areas, and a trail in the development. There would be public sidewalks along roads to the north and south from the development. The proposed development is within a Neighborhood Park search area and is 500 feet from Savona Park. The developer is proposing to pay fees in lieu of land to satisfy the park dedication requirements. The developer will be required to pay 10% of the value of the land as a park dedication fee.

Schumacher asked if Savona Park can handle the number of people, the search area calls for since it is fairly small. Has concerns that if the City only accepts money in lieu of parkland there will be too much pressure on the existing parks.

Mayek asked about surrounding land use designation. Prchal explained mostly commercial and mixed use surrounded this proposal.

Olinger made the motion to approve the proposed Bentley Village preliminary plat and accept a cash payment in lieu of land dedication to satisfy the park dedication requirement, seconded by Schumacher.

Mayek stated that he felt providing connectivity was the most important piece for this development. Weeks agreed that trail connectivity is important.

The Commission discussed parkland versus fees and the impacts on the City and residents.

The motion to approve the proposed Bentley Village preliminary plat and accept a cash payment in lieu of land dedication to satisfy the park dedication requirement passed unanimously.

Review of Concept Plan for Springs Apartments

Prchal presented that the development south of Savona Park is proposing 300 units on 17 acres with amenities including a pool, clubhouse, and two pet playgrounds in the development.

The proposed development is within a Neighborhood Park search area and is 500 feet from Savona Park. Staff is recommending fees in lieu of land to satisfy the park dedication requirements. The developer would be required to pay 10% of the value of the land as a park dedication fee.

Weeks asked if this is considered medium or high density. Prchal explained that this is mixed-use commercial, which is 10 to 15 units per acre. Council is looking for 50 percent residential 50 percent commercial in the mixed-use districts. They are proposing a higher density through a PUD and providing amenities.

Olinger made a motion to recommend approval of the PUD Concept Plan as requested by Continental 483 Fund LLC for PID# 34.029.21.43.0003 for the project to be known as the Springs Apartments located on the north side of Hudson Boulevard, east of the future north-south street, subject to recommended conditions of approval, seconded by Weeks.

The commission discussed the timing for the build out of the Inwood Park, which is located a mile from these developments. Prchal explained the components of the park have not been determined. Commission mentioned that a resident wanted Pickleball added. Weeks mentioned that with these developments it increases the need to complete the Inwood Park.

The motion to approve the PUD Concept Plan as requested by Continental 483 Fund LLC for PID# 34.029.21.43.0003 for the project to be known as the Springs Apartments located on the north side of Hudson Boulevard, east of the future north-south street, subject to recommended conditions of approval passed unanimously.

March Meeting

Sunfish Lake Park, if comments have been received from the MN Land Trust.

Communication

Weeks asked if the residents that attended the last meeting about Sunfish Lake Park would be notified again. Prchal explained they were not personally notified.

Olinger asked if it is possible to have a public meeting where people can learn about the impacts and benefits of the trails to Sunfish Lake Park since it is a contentious issue. She added it would be nice to see people that are on both sides of the issue attend the meeting. Schumacher agreed that the public should be included so they do not feel left out of the information.

Prchal explained that his report would address more of the issues mentioned at the meetings and that SASCA would likely attend the next meeting. Weeks said he spoke with the City Administrator after the last meeting and she explained that since we are adding an amenity to the park and not changing the use to the park, a public hearing is not required and the decision is within the scope of the Commission.

Meeting adjourned at 7:20 p.m.

**Respectfully Submitted,
Tanya Nuss**

DRAFT



STAFF REPORT

DATE: March 19, 2019

ITEM #:

TO: Parks Commission
FROM: Ben Prchal, City Planner
AGENDA ITEM: Development of the Park in Wildflower
REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

The City of Lake Elmo goes through a review of the entire parks system to determine the investments that they would like to make within the next 5 years. During the 2018 review the Parks Commission as well as the City Council determined that it would be appropriate to develop the park that is shared between the Wildflower and the Village Preserve development. Since then City staff has been working with a representative of both neighborhoods to get a better understanding of play equipment that would best suit the neighborhood. Staff asked the representative to pass out the three proposals that the City received to obtain input from the residents for review.

ISSUE BEFORE COMMISSION:

Which playground proposal would the Parks Commission like to recommend approval of?

ANALYSIS/FISCAL IMPACT:

The City has received three proposals from playground installers, Webber Recreational Design, ST. Croix Recreation and Midwest Playscapes. They were all provided the same criteria and information regarding the site. The proposals all came in relatively close to price, the cost is outlined below.

The funds reserved for the development is capped at \$105,000. Anything more than that would require donation or further approval from the City Council. The proposal prepared by St. Croix Rec. is more inclusive than the other two proposals. The other two proposals do not include grading, pea rock, and curbing.

St. Croix Rec.

Estimated all in Price of \$115,000

Estimated Reduced Price of \$103,713

All-inclusive price, with the exception of pea gravel installation. This option was the neighborhoods preferred choice. With it being over budget Staff was able to find ways to reduce the cost and keep the majority of the equipment. The recommended proposal will have one pad under the comet instead of poured in place pads, pea gravel instead of wood chips, and no twist spinner.

Webber Playscapes

Estimated Equipment Price and Install of \$60,000

Total cost after grading, pea rock, and curbing \$85,000

The City would need to facilitate the installation for grading, pea rock, and curbing. The City is estimating that \$25,000 would cover the remaining expenses.

Midwest Rec.

Estimated Equipment Price and Install of \$64,000

Total cost after grading, pea rock, and curbing \$90,000

The City would need to facilitate the installation for grading, pea rock, and curbing. The City is estimating that \$25,000 would cover the remaining expenses.

After receiving input from the neighborhoods they would like to install the proposal from St. Croix Recreation. To keep the proposal within budget there has been some restructuring to make this a possibility. The main item being removed is the poured in place pads. By removing this one item the cost is brought down significantly. City staff is inclined to recommend approval of this proposal as this was also scored the highest from the community survey. The second place option would be from Midwest Rec.

RECOMMENDATION:

City staff would recommend approval of the proposal prepared by St. Croix Recreation with removal of the poured in place pad, wood chips, and twist spinner. This option is appealing because it leaves less for City Staff to facilitate and it was the neighborhoods first choice.

“Move to recommend approval of the amended proposal submitted by St. Croix Recreation”

OPTIONS:

- 1) The Commission may recommend approval of the staff recommended playground (St. Croix Rec.).
- 2) The Commission may amend the recommendation.
- 3) The Commission may recommend denial and not construct a playground.

ATTACHMENTS:

- Proposals
 - St. Croix Recreation
 - Webber Playscapes
 - Midwest Recreation

St. Croix Recreation Fun Playgrounds INC.
 1826 Tower Dr W
 Stillwater, MN 55082 US
 16514301247
 hannah@stcroixrec.com



ESTIMATE

ESTIMATE # 3443
 DATE 02/14/2019

ADDRESS
 City of Lake Elmo
 3800 Lavern Ave N
 Lake Elmo, MN 55042

SHIP TO
 Wild Preserve
 Attn: Ben
 4107 Lavender Ave N
 Lake Elmo, MN 55042

Please detach top portion and return with your payment.

ACTIVITY	QTY	RATE	AMOUNT
BCI 100-115584-1 Custom BCI Burke Playground, Use Tax Included	1	59,534.00	59,534.00
STATE CONTRACT STATE CONTRACT #119803	59,534	-0.07	-4,167.38
INSTALL Installation of playground equipment	1	11,906.00	11,906.00
Freight	1	1,800.00	1,800.00
POUR IN PLACE 789 square feet total . 709 square feet 6' fall height, 80 square feet 8' fall height. 50% Black 50% Green	789	20.55	16,213.95
STATE CONTRACT STATE CONTRACT #119803	16,213.95	-0.04	-648.56
RESILIENT Resilient engineer wood fiber 12" depth	120	35.00	4,200.00
STATE CONTRACT STATE CONTRACT #119803	4,200	-0.02	-84.00
Drain Tile Drain Tile 12" x 12" trench, removal of excess soil below grade, install and provide 246 linear feet for drain tile with one daylighted spot in curb, 4" drain tile with fabric & 3/4" river rock, Cost Plus State Contract	1	4,750.00	4,750.00
CONCRETE 232 linear feet of concrete curb 12" High X 8" Wide with 2 pieces of tied rebar going through the middle with a 3-4" base of stone, sidewalk connecting trail to container around 100 square feet around 16'X6', Cost Plus State Contract	1	20,147.06	20,147.06
BOND Performance and Payment Bond	1	1,287.76	1,287.76

QUOTES ARE EFFECTIVE FOR 30 DAYS.
 SALES TAX SUBJECT TO CHANGE. ADD IF NOT EXEMPT OR SUPPLY
 EXEMPTION CERTIFICATE IF NOT ON FILE (ANNUALLY).
 PAYMENT TERMS ARE NET 30 DAYS UNLESS OTHERWISE NOTED.
 FAILURE TO PAY IN A TIMELY MANNER MAY INCUR INTEREST.

TOTAL **\$114,938.83**

Wild Preserve

BCI Playground 100-115584-1	\$ 59,534.00
Discount	\$ (4,367.41)
Subtract Swift Twist	\$ (1,057.41)
Freight	\$ 1,800.00
Install of Playground	\$ 11,906.00
Wear Mat under Comet	\$ 2,000.00
Drain Tile	\$ 4,750.00
Concrete Work Curb and side walk	\$ 20,147.06
Inclusive Price	\$ 94,712.24
City Facilitated Pea Gravel	\$ 9,000.00
Grand Total	\$ 103,712.24



PROPOSAL: 100-115584-1

WILD PRESERVE



Miracle Recreation Equip. Co.
878 E. US Hwy 60
Monett, MO 65708
1-888-458-2752

QUOTE: R0013183271
CUSTOMER: 5504B09
Project: R0013_43399586482_03

Prepared For:

Rob Weldon
City of Lake Elmo
3800 Laverne Avenue N.
Lake Elmo, MN 55042
(651) 747-3941 (phone)
RWeldon@lakeelmo.org

Project Name & Location:

Attn: Wildflower GT

Prepared by:

Webber Recreational Design, Inc.

1442 Brooke Court
Hastings, MN 55033
(651) 438-3630 (phone)
(651) 438-3939 (fax)
jwebber@webberrec.com

Ship To Address:

Rob Weldon
City of Lake Elmo
3445 Ideal Avenue N.
Lake Elmo, MN 55042
(651) 248-7828 (phone)
RWeldon@lakeelmo.org

End User:

Rob Weldon
City of Lake Elmo
3445 Ideal Avenue N.
Lake Elmo, MN 55042
(651) 248-7828 (phone)
RWeldon@lakeelmo.org

Quote Number: R0013183271
Quote Date: 10/29/2018
Valid For: 30 Days From Quote Date

714S494

Product line: KidsChoice
Age group: 5-12

Components

Part Number	Description	Qty	Weight
2012	8' TWING SWG FRAME ONLY 2 SEATS REQ MC	1	255.00
2840	SWG PART SLASH PROOF SEAT W/CHAIN (8' TR)	1	10.00
2990	SWG PART TOT SEAT 360 DEG W/CHAIN (8' TR)	1	15.00
7145019	TRIANGLE DECK (ATTACHES TO 3 POSTS)	1	75.00
7145029	SQUARE DECK (ATTACHES TO 4 POSTS)	2	125.00
7145039	1/2 HEX FULL DECK (ATTACHES TO 4 POSTS)	2	155.00
71454933	5" OD X 112" POST (3' DECK)	1	50.00
7145505	5" OD X 219" POST FOR 5' DECK W/TOPPER	4	100.00
7145508	5" OD X 252" POST FOR 8' DECK W/TOPPER	4	120.00
7145513	5" OD X 106" POST (2'6" DECKS OR LESS)	4	60.00
7145523	5" OD X 136" POST (3' TO 5' DECKS)	4	75.00
7145533	5" OD X 160" POST (5'6" TO 6'6" DECKS)	2	90.00
7146251	BIG TIMBER BONGO STUMP PERCH (STATIONARY)	2	15.00
7146283	BIG TIMBER BONGO STUMP W/ENCLOSURE (3' DECK)	1	115.00
71466912S	PLAYCOVER SAIL 12' X 12', STANDARD FABRIC	1	460.00

10/29/2018
QUOTE: R0013183271

71466920S	PLAYCOVER SAIL 20' X 20', STANDARD FABRIC	1	590.00
7146771	HURRICANE BRIDGE, INCLINED 2'	1	200.00
71471520	INTERACTIVE PANEL FRAME	1	35.00
714715204	A-MAZE-ING INSERT	1	20.00
714716	VIEW GROOVE PANEL	1	30.00
714734	SAFETY PANEL AGES 5-12, FREE STANDING	1	60.00
714736	BUNNY HILL SLIDE W/CANOPY (3' DECK)	1	130.00
71474859U	6'2" TYP II SLIDE 360 DEG DOMED WAVE (5' DK)	1	1,500.00
7148153	VERTICAL LADDER CLIMBER (3' DECK)	1	100.00
7148161W	FULL WAVE BARRIER, MESH	1	45.00
7148176B	BIG TIMBER DOUBLE STUMP SEAT	1	40.00
7148435	CHINNING BAR (ONLY)	1	10.00
71485139	SQUARE TRANSFER POINT W/CLOSED HR (3' DECK)	1	225.00
7148635	8' HORIZONTAL/INCLINED LADDER (ONLY)	1	50.00
71486725	TWISTED VINE CLIMBER (5' DECK)	1	90.00
7149599	ADA STAIRS BETWEEN DECKS W/2' RISE	1	220.00
714961S1	DELIGHT-O-SCOPE TELESCOPE (STEEL MOUNT)	1	20.00
7149661C	BIG TIMBER HOLLOW LOG CLIMBER (6' & 6'6" DK)	1	700.00
7149929	KIDS' PERCH	1	105.00
714999Z	CUSTOMER SERVICE KIT (NO PRICE)	1	7.00

Biba_Included

Product line: Freestanding

Age group:

Components

Part Number	Description	Qty	Weight
9991Z	BIBA ENTRY SIGN (NO PRICE)	1	45.00
9992Z	BIBA 6 POST MARKERS (NO PRICE)	1	10.00

RiskSign_Included

Product line: Freestanding

Age group:

Components

Part Number	Description	Qty	Weight
787Z	RISK MANAGEMENT SIGN - ENGLISH (NO PRICE)	1	60.00

Totals:

Equipment Weight: 7,462.00 lbs
Equipment List: \$52,470.00

10/29/2018

QUOTE: R0013183271

Page 2 of 4

Discount Amount: -\$15,655.00
Freight: \$2,484.59
Installation: \$14,620.00
SubTotal: \$53,919.59
Grand Total: \$53,919.59

Notes:

This Quote shall not become a binding contract until signed and delivered by both Customer and Miracle Recreation Equipment Company ("Miracle"). Sales Representative is not authorized to sign this Quote on behalf of Miracle or Customer, and signed Quotes cannot be accepted from Sales Representative. To submit this offer, please sign below and forward a complete signed copy of this Quote directly to "Miracle Sales Administration" via fax (417) 235-3551 or email: orders@miraclerec.com. Upon acceptance, Miracle will return a fully-signed copy of the Quote to Customer (with copy to Sales Representative) via fax or email.

THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. Miracle objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Customer authorizes Miracle to ship the Equipment and agrees to pay Miracle the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by Miracle. Payment terms are Net-30 days from invoice date with approved credit and all charges are due and payable in full at PO Box 734154, Dallas, TX 75373-4154, unless notified otherwise by Miracle in writing. Customer agrees to pay all additional service charges for past due invoices. Customer must provide proper tax exemption certificates to Miracle, and shall promptly pay and discharge all otherwise applicable taxes, license fees, levies and other impositions on the Equipment at its own expense. Purchase orders and payments should be made to the order of Miracle Recreation Equipment Company.

Quote Number: R0013183271 **Quote Date:** 10/29/2018 **Equipment:** \$52,470.00 **Grand Total:** \$53,919.59

CUSTOMER HEREBY SUBMITS ITS OFFER TO PURCHASE THE EQUIPMENT ACCORDING TO THE TERMS STATED IN THIS QUOTE AND SUBJECT TO FINAL APPROVAL BY MIRACLE.

Submitted By	Printed Name and Title	Date
THE FOREGOING QUOTE AND OFFER ARE HEREBY APPROVED AND ACCEPTED BY MIRACLE RECREATION EQUIPMENT		
By:		

Date:

ADDITIONAL TERMS & CONDITIONS OF SALE

1. Use & Maintenance. Customer agrees to regularly inspect and maintain the Equipment, and to provide, inspect and maintain appropriate safety surfacing under and around the Equipment, in accordance with Miracle's product literature and the most current Consumer Product Safety Commission Handbook for Public Playground Safety.

2. Default, Remedies & Delinquency Charges. Customer's failure to pay any invoice when due, or its failure to otherwise comply with the terms of this Quote, shall constitute a default under all unsatisfied invoices ("Event of Default"). Upon an Event of Default, Miracle shall have all remedies available to it at law or equity, including, without limitation, all remedies afforded a secured creditor under the Uniform Commercial Code. Customer agrees to assist and cooperate with Miracle to accomplish its filing and enforcement of mechanic's or other liens with respect to the Equipment or its location or its repossession of the Equipment, and Customer expressly waives all rights to possess the Equipment after an Event of Default. All remedies are cumulative and not alternative, and no exercise by Miracle of a remedy will prohibit or waive the exercise of any other remedy. Customer shall pay all reasonable attorneys fees plus any costs of collection incurred by Miracle in enforcing its rights hereunder. Subject to any limitations under law, Customer shall pay to Miracle as liquidated damages, and not as a penalty, an amount equal to 1.5% per month of any payment that is delinquent in such month and is not received by Miracle within ten (10) days after the date on which due.

3. Limitation of Warranty/ Indemnity. MIRACLE MAKES NO EQUIPMENT WARRANTIES EXCEPT FOR THOSE STANDARD WARRANTIES ISSUED WITH THE EQUIPMENT, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE. MIRACLE SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. CUSTOMER AGREES TO DEFEND, INDEMNIFY AND SAVE MIRACLE HARMLESS FROM ALL CLAIMS OF ANY KIND FOR DAMAGES OF ANY KIND ARISING OUT OF CUSTOMERS ALTERATION OF THE EQUIPMENT, ITS FAILURE TO MAINTAIN THE EQUIPMENT, ITS FAILURE TO PROPERLY SUPERVISE EQUIPMENT USE, OR ITS FAILURE TO PROVIDE AND MAINTAIN APPROPRIATE TYPES AND DEPTHS OF SAFETY SURFACING BENEATH AND AROUND THE EQUIPMENT IN ACCORDANCE WITH MIRACLES INSTALLATION AND OWNERS MANUALS AND THE MOST CURRENT CONSUMER PRODUCT SAFETY COMMISSION HANDBOOK FOR PUBLIC PLAYGROUND SAFETY.

10/29/2018

QUOTE: R0013183271

4. Restrictions. Until all amounts due hereunder are paid in full, Customer shall not: (i) permit the Equipment to be levied upon or attached under any legal process; (ii) transfer title to the Equipment or any of Customer's rights therein; or (iii) remove or permit the removal of the Equipment to any location not specified in this Quote.

5. Purchase Money Security Interest. Customer hereby grants, pledges and assigns to Miracle, and Miracle hereby reserves a purchase money security interest in, the Equipment in order to secure the payment and performance in full of all of Customer's obligations hereunder. Customer agrees that Miracle may file one or more financing statements, in order to allow it to perfect, acquire and maintain a superior security interest in the Equipment.

6. Choice of Law and Jurisdiction. All agreements between Customer and Miracle shall be interpreted, and the parties' obligations shall be governed, by the laws of the State of Missouri without reference to its choice of law provisions. Customer hereby consents to the personal jurisdiction of the state and federal courts located in the city and county of St. Louis, Missouri.

7. Title; Risk of Loss; Insurance. Miracle Retains full title to all Equipment until full payment is received by Miracle. Customer assumes all risk of loss or destruction of or damage to the Equipment by reason of theft, fire, water, or any other cause, and the occurrence of any such casualty shall not relieve the Customer from its obligations hereunder and under any invoices. Until all amounts due hereunder are paid in full, Customer shall insure the Equipment against all such losses and casualties.

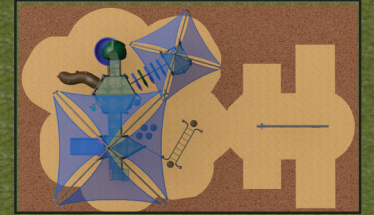
8. Waiver; Invalidation. Miracle may waive a default hereunder, or under any invoice or other agreement between Customer and Miracle, or cure such a default at Customer's expense, but shall have no obligation to do either. No waiver shall be deemed to have taken place unless it is in writing, signed by Miracle. Any one waiver shall not constitute a waiver of other defaults or the same kind of default at another time, or a forfeiture of any rights provided to Miracle hereunder or under any invoice. The invalidity of any portion of this Quote shall not affect the force and effect of the remaining valid portions hereof.

9. Entire Agreement; Amendment; Binding Nature. This fully-executed Quote, as supplemented by Change Orders and invoices containing exact amounts of estimates provided herein, constitutes the complete and exclusive agreement between the parties. A Change Order is a written instrument signed by the Customer and Miracle stating their agreement as to any amendment in the terms of this Quote. Customer acknowledges that Change Orders may result in delays and additional costs. The parties agree that all Change Orders shall include appropriate adjustments in price and time frames relating to any requested amendments. Upon full execution, this Quote shall be binding upon and inure to the benefit of the parties and their successors and assigns.

10. Counterparts; Electronic Transmission. This Quote, any invoice, and any other agreement between the parties, may be executed in counterparts, each of which shall constitute an original. The facsimile or other electronic transmission of any signed original document and retransmission of any signed facsimile or other electronic transmission shall be the same as the transmission of an original. At the request of either party, the parties will confirm facsimile or other electronically transmitted signatures by signing an original document.

Rev E 021815

Wildflower Park OPTION 2 Lake Elmo, MN





MIDWEST PLAYSCAPES

8632 Eagle Creek Circle, Savage, MN 55378
www.MIDWESTPLAYSCAPES.com

direct: 952.895.8888
fax: 952.895.8889
toll free: 800.747.1452

playscapes@earthlink.net

Quotation



Project: City of Lake Elmo / Lake Hollywood Park

Phone: 651-747-3941

Contact: Rob Weldon

Fax:

Ship To:

Bill To:

Lake Elmo, MN 55042

Email: rweldon@lakeelmo.org

Shipping Contact Name:

Date: 1/24/2019

Qty	Design/Item #	Description	Total
1	19-0140A	Playworld Playstructure As shown on Playmaker Design # 19-0140A (MSRP \$68,886 / CPC State Discount \$17,450)	\$ 51,436.00
1		Swing with (2) Belt Seats and (1) Toddler Seat (MSRP \$1,988 / CPC State Discount \$337)	\$ 1,651.00
Subtotal			\$ 53,087.00
Freight			\$ 3,050.00
Sales Tax			\$ -
Local Sales Tax			\$ -
Total			\$ 56,137.00

Tax Exempt # _____ * Please provide certificate

Options

Add \$2,520 for Engineered Wood Fiber Safety Surfacing. (2708 sf x 11"-12" Depth) (100% Tamarack).

Deduct \$14,000 if the customer want to remove the (2) Shade Hats. (Note: other roof options are available).

NOTE: Customer is responsible for unloading, freight inventory, storage, site prep, border, drainage system and disposal of packaging material.

NOTE: Any Insurance requirements above \$1,000,000 General Liability will be subject to a surcharge

NOTE: UNLESS OTHERWISE NOTED, prices shown are material only. They **DO NOT** include: assembly, installation, border, safety surfacing, drain tile, geotextile fabric, removal of existing equipment, site preparation, excavation or site restoration, unloading of equipment, disposal of packaging material, storage of equipment, additional insurance and bonding would be extra, unless otherwise stated above. If playground equipment or materials are stored off site, customer is responsible for transporting equipment to job site.

Prices firm for 30 days, subject to review thereafter. Our terms are net 30. A finance charge of 1.5% will be imposed on the outstanding balance unpaid for more than 30 days after the shipment of materials. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted. Once customer has signed quotation, your order cannot be changed or canceled. Please allow 3to4 weeks for delivery after receipt of order. Standard manufacturing design, specification, and construction apply unless noted otherwise. Customer is responsible for the identification and marking of all underground utilities (public or private) to include drain tile and sprinkler systems. Area must be accessible to Bobcat and other equipment necessary for installation or additional fees will be charged. Freight quote is based on customer unloading equipment and checking in all equipment for any missing parts. If product is refused by customer upon delivery for any reason (unless damaged), without prior authorization from Midwest Playscapes, Inc., the customer agrees to pay 20% restocking fee plus freight charges. Price does not include prevailing wages, unless otherwise noted. If we can be of Other Assistance, please feel free to contact us.

Signed: _____

Mike Korth

Accepted _____

Date: _____

Printed Name: _____



MIDWEST PLAYGROUND CONTRACTORS INC.

8632 Eagle Creek Circle Savage, MN 55378

Phone: 952-895-8888

Fax: 952-895-8889

Email: playscapes@earthlink.net

Installation Quotation

Date: 1/24/19
Project Name: City of Lake Elmo / Lake Hollywood Park
Location: Lake Elmo, MN 55042
Contact Name: Rob Weldon
Phone: 651-747-3941
Email: rweldon@lakeelmo.org

Description of work to be done

Installation of just the Play Equipment \$7,840.00
By a Factory Certified Installer

Amount \$ 7,840.00

Note: Customer is responsible for unloading, freight inventory, storage, site prep, border, drainage system and disposal of packaging material.

Note: All work is to be completed in a workmanlike manner according to standard practice. Any alterations from the above specifications involving extra costs must be executed upon written orders and will become an extra charge over and above the purchase agreement. Unless otherwise stated a level site matching the drawing dimensions and the corners of the site must be staked prior to our arrival. If MPCI is to excavate, all material/dirt will remain on site to be removed by others, unless stated otherwise. Prices shown do not include Site Restoration.

Terms:

Prices are firm for 30 days, subject to review thereafter. Terms are Net 30. A finance charge of 1.5% will be imposed on the outstanding balance unpaid for more than 30 days after substantial completion of the work. Standard manufacturing design, specification and construction apply unless otherwise noted. Area must be accessible by a bobcat and all other equipment necessary for installation or additional fees will be charged. Customer is responsible for the identification and marking of all underground utilities (public or private) to include drain tile and sprinkler systems. Installation rates are based on normal conditions. Price does not include prevailing wages, unless otherwise noted. If we can be of further assistance please contact us.

Accepted by: _____

Date: _____



Lake Hollywood Park

Lake Elmo, MN

19-0140A

Sales Representative
**MIDWEST
 PLAYSCAPES**
 8632 EAGLE CREEK CIRCLE
 SAVAGE, MN 55378
 PHONE: 1.800.747.1452
 EMAIL: playscapes@earthlink.net

Equipment Manufacturer
PLAYWORLD
 The world needs play.

POST & COMPONENT	ROTOMOLD PLASTIC	2-COLOR PLASTIC	ECO-ARMOR
Blue	Blue	Blue-Sand	Hunter Green
Beige	Graystone	ROPE, BOULDERS & SHADE	
Lime	Lime	Green	Blue



Lake Hollywood Park

Lake Elmo, MN

19-0140A

Sales Representative
**MIDWEST
PLAYSCAPES**
8632 EAGLE CREEK CIRCLE
SAVAGE, MN 55378
PHONE: 1.800.747.1452
EMAIL: playscapes@earthlink.net

Equipment Manufacturer
PLAYWORLD
The world needs play.



Lake Hollywood Park
Lake Elmo, MN
19-0140A

Sales Representative
**MIDWEST
PLAYSCAPES**
8632 EAGLE CREEK CIRCLE
SAVAGE, MN 55378
PHONE: 1.800.747.1452
EMAIL: playscapes@earthlink.net

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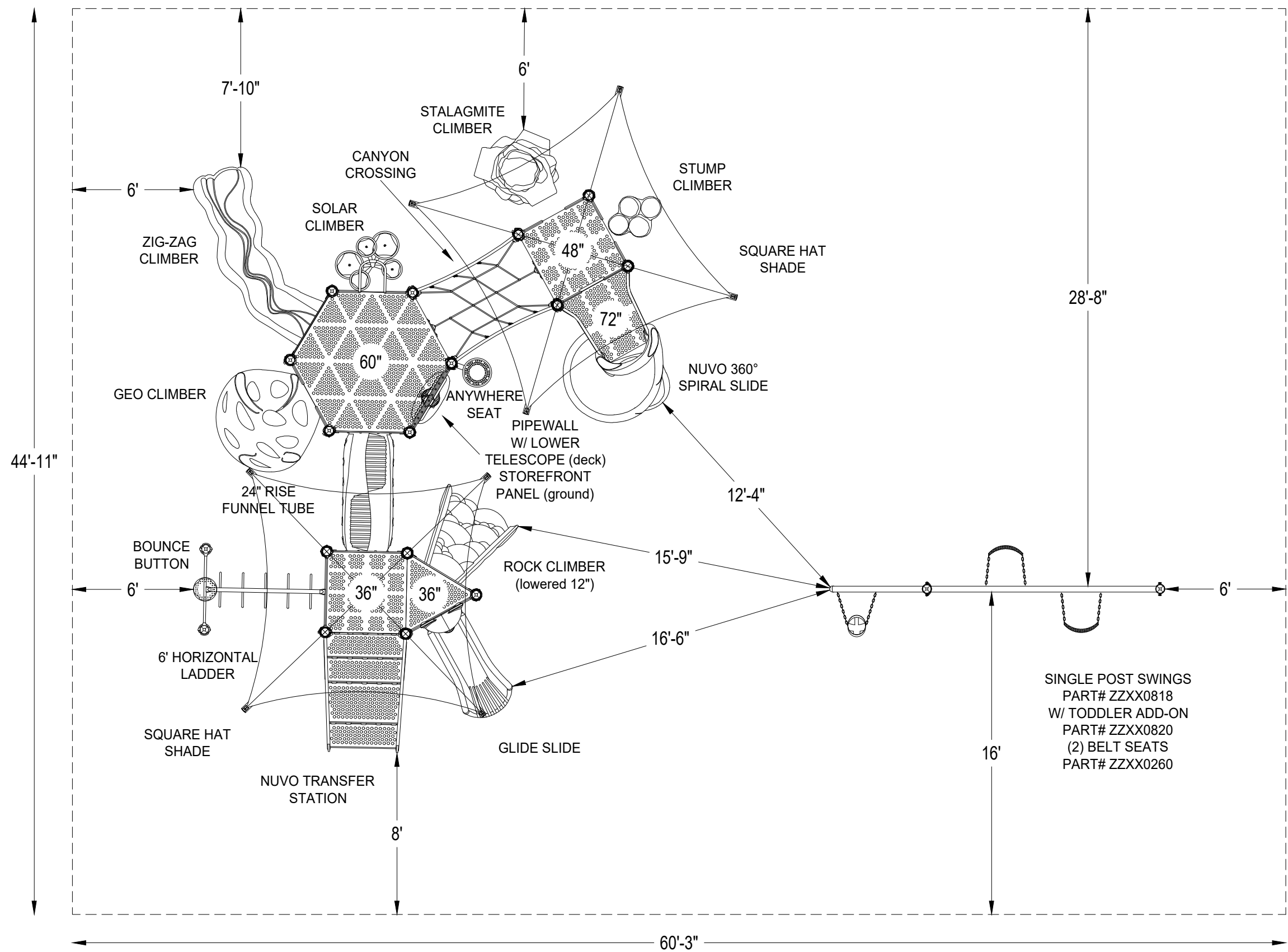
Lake Hollywood Park

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PLAYWORLD
The world needs play.



MIDWEST PLAYSAPES, INC.
8632 Eagle Creek Circle
Savage, MN 55378

EQUIPMENT SIZE:
23'-8" x 30'-11" x 18'-5"

USE ZONE:
60'-3" x 44'-11"

AREA: **2707.77 SqFt.** PERIMETER: **210'-5"**

FALL HEIGHT:
8 Ft.

USER CAPACITY: **56** AGE GROUP: **5-12**

ADA SCHEDULE	Total Elevated Play Activities: 12		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	6	4	3
Provided	11	5	3

- ✓ ASTM F1487-17
- ✓ CPSC #325



PROJECT NO:
19-0140A.MID

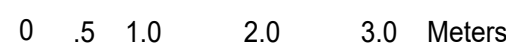
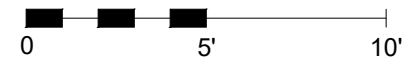
SCALE:
3/16"=1'-0"

DRAWN BY:
J. MOYER

Paper Size
B

DATE:
22 JAN 2019

LAKE HOLLYWOOD PARK
LAKE ELMO, MN



*PLAYGROUND SUPERVISION REQUIRED



STAFF REPORT

DATE: March 18, 2019

ITEM #:

TO: Parks Commission
FROM: Ben Prchal, City Planner
AGENDA ITEM: Park Naming Policy
REVIEWED BY: Ken Roberts, Planning Director

BACKGROUND:

The City has steadily grown for years and typically park land comes hand in hand with new developments. At this time there are a few un-named parks that should be given a formal name. There have been multiple discussions focused on establishing a strategy to appropriately name these parks with the intent of creating unity throughout the City. Staff has obtained examples of park naming policies from other communities to build from and incorporated ideas from these conversations into the policy.

ISSUE BEFORE COMMISSION:

Does the Commission support the drafted park naming policy?

ANALYSIS:

Staff reviewed several examples of park naming policies to build the drafted policy for the City. The policies were generally simple and only contained a few sections which outlined the expectations for submissions and procedure for review.

With the exception of Minneapolis, they generally all started with an intro, purpose, or objective of the policy. After the goals were expressed it would move into the criteria for proposed names, this becomes very relevant for submissions. Criteria provides an outline of what will and what will not be accepted by City Staff to present to the Parks Commission. After the criteria has been explained our and policy would lay out the process for review.

The examples will vary in length, Staff does not believe that the policy needs to be long or an overly complicated process. Because of this the policy is essentially reduced into 4 sections.

Purpose:

Why does the City have a policy?

Objective:

What is the City hoping to obtain from the name?

Criteria for Submitted Names:

This outlines the criteria that Staff will use to review the name before the Commission.

Procedure:

This will provide a guide for what the expectations will be regarding review.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the Parks Commission Recommend Approval of the Policy.

“Move to recommend approval of the Park Naming Policy as presented”

OPTIONS:

- 1) The Commission may recommend approval of the policy.
- 2) The Commission may recommend approval of the policy with amendments.
- 3) The Commission may recommend denial of the policy.

ATTACHMENTS:

- Examples
 - o City of Rochester
 - o City of Moorhead
 - o City of Edmond
 - o City of West Linn



City of Lake Elmo Policy and Procedure for Naming City Parks, Trails, Recreational Areas, and Facilities

Purpose:

The purpose of this policy is to establish a standard procedure for the naming and renaming of parks, trails, recreational areas and facilities owned and/or operated by the City of Lake Elmo. This policy will guide name recognition and establish a uniform process. The Parks Commission shall be responsible for providing a recommended name to the City Council. The City Council will then inevitably have the final say for the approved name.

Objectives:

- To name City parks, trails, recreational areas and facilities with the intent of enhancing the community by provoking a sense of place.
- Ensure that parks and recreational areas are easily identified and located with names that are consistent with the values and characteristics of the City of Lake Elmo.
- Assure the quality of the title/name, so that it will serve the purpose of the City in a permanent manner.
- Encourage public participation and input in order to fully represent the best interest of the community.

Criteria for Submitting a Name:

When a name is presented for review City Staff will first vet the name against the criteria listed out below. If a name does not fall into one of the categories listed below or is deemed to be derogatory or offensive in nature the consideration will be thrown out. It should also be known that the City will not consider names that are directly named after a specific neighborhood or subdivision.

- Geographical location of the facility including descriptive names or street names.
- Park Names shall not be duplicated.
- The City will not name parks directly after a development.
 - For example, the park within Wildflower shall not be called Wildflower Park. However, rose park, fox glove park, etc. would be acceptable.
- An outstanding feature of the area. (example: hill, river, vegetation)
- Naming after an individual (living or non-living) or organization. The City may require additional information to further enforce that the individual has significantly contributed to the improvement of the Lake Elmo Parks system.
 - A person (living or non-living) or group who significantly contributed to the acquisition or development of park/facilities, who provided an exceptional service in the interest of the park system, or for the community as a whole. When naming after a person or persons, written documentation of approval by next of kin is required (if available/possible) as part of the proposal.
 - A standard for significant contribution shall consist of providing at least 50% of the cost to develop or acquire the land.
- The City understands that there are other categories that a name could be pulled from and would not exclude its consideration.



Procedure:

The City has created an effective process that will provide consistency for naming or re-naming City Parks. In general a submission will come in, go through staff review and approval, undergo a Parks Commission review, and end with final approval or denial from the City Council. The City would like to encourage residents to stay interested and voice their opinions during the meetings when the name is being considered.

- Step 1) The City will seek name suggestions from the City Council or Commissions, City residents, Community leaders or organizations interested in proposing a name for a park, trail, recreational area or facility. The applicant should either request a Naming Policy form from the City Clerk or download the form from the City Website on the Parks page. After the form has been filled out it will need to be submitted to the City Planner to review against the criteria.

- Step 2) Staff will notify the applicant if the proposed name has or has not met the requirements. After a proposed name has been approved by Staff, the applicant will be informed when the name is going to be discussed in front of the Parks Commission. After the Commission discussion, the recommendation(s) will move onto the City Council for final approval or denial.

- Step 3) Once the City Council votes to approve a name, the name of the park shall be confirmed by passing a resolution.

Renaming:

The intent of naming is for permanent recognition, the renaming of parks and facilities is discouraged. Though, the City understands that renaming a park, trail, or facility may be necessary to create more cohesiveness throughout the City. It is recommended that efforts to change a name become subject to crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Renaming a park will follow the same procedure stated above.

City of Edmonds Park Naming Policy

Purpose

The purpose of the policy is to establish consistent standard procedures and guidelines for the naming of public parklands owned and/or operated by the City of Edmonds. The renaming of parks is strongly discouraged.

Policy

The naming of City parks, park areas and park facilities shall be the function of the City Council with assistance from Edmonds Planning Board and the Parks, Recreation and Cultural Services Department.

Diversity, balance and creativity will be sought during adoption of names. The name selected for a site will be recommended to the Edmonds City Council for approval or amendment. City Council has final authority to approve or amend any recommendation.

Objectives

- A. Provide name identification for individual parks, park areas or park facilities.
- B. Provide criteria for the process of naming parks, park areas or park facilities.
- C. Provide opportunities for public input including a public hearing at Planning Board.
- D. Ensure that the naming of parks, park areas, or park facilities is controlled by the Edmonds City Council through recommendations from the Planning Board..

Criteria

The naming of parks, park areas, and park facilities should be approached with caution, patience, and deliberation.

Names submitted for consideration should provide some form of individual identity in relation to the following:

- A. The geographic location of the facility; this includes descriptive names.
- B. An outstanding feature of the facility.
- C. An adjoining subdivision, street, school, or natural feature. No park shall be given the same name as an existing school site or public facility, except where the sites abut one another.

- D. A commonly recognized historical event, group, organization or individual (living or deceased).
- E. An individual or organization that contributed significantly to the acquisition or development of the facility to be named. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the park or park facility (typically not less than 50 percent of the value of the property or improvements).
- F. Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual – this to be fully substantiated by person making recommendation.
- G. Any individual who provided an exceptional service in the interest of the park system as a whole. Typically, while serving in a public office, public officials should not be considered as a candidate for naming.

Donated Land

Parks and park facilities that are donated to the City can be named by deed restriction by the donor (i.e. Hutt Park in Edmonds). The naming and acceptance of land is subject to recommendation by the Planning Board and approval by City Council. Naming rights are not guaranteed if the donation of parkland is a dedication as required by the subdivision ordinance (parkland dedication).

Naming Process

Parks Department staff will notify the Planning Board about proposed naming opportunities. The recommendation of the Planning Board will be subject to final approval or amendment by City Council action.

1. Temporary Naming

In the case of a new project, a temporary name will be designated by the City staff for identification during acquisition and/or development of the park area or park facility. Because temporary designations tend to be retained, the naming process for a new park should be carried out as quickly as possible after its acquisition or development.

2. Permanent Naming

Citizen involvement in the naming process is encouraged and may be accomplished in a variety of ways throughout the naming process.

- A. Individuals, groups and/or organizations interested in proposing a name for an existing un-named park area or park facility may do so in writing

using a “Park Naming Form” that outlines the naming criteria. These will be presented to the Parks, Recreation & Cultural Services Department for consideration by the Planning Board.

- B. A variety of means to encourage public participation to submit a name (citizen contests, recommendations from previous owners, historical review of the site, etc.) may be implemented by the Parks, Recreation & Cultural Services Department at the request of the Planning Board. The “Park Naming Form” will be available through the City website, copies available at City Hall and the Anderson Center, and publicity through Public Service Announcements, Channel 21, and other means.
- C. The Planning Board will conduct a public hearing on the proposed names..
- D. The Planning Board will make a naming recommendation to the City Council for final adoption or amendment.

3. Park Renaming

Critical examination will be conducted to ensure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming the park.

- A. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.
- B. Parks and facilities named after individuals shall not be changed unless it is found that because of the individual’s character the continued use of their name would not be in the best interest of the community.

Park Naming Policy

Naming of a New Park

1. City of Moorhead Planning Department as part of the platting process, identifies area(s) to be utilized as public parks and open space.
2. Developer of the property is given the "Park Naming Criteria" (see attached) and the opportunity to suggest a name for the park.
3. Park Staff and Park Advisory Board are notified by City Planning staff that a plat, which includes public park area is under consideration.
4. The suggested name of the Park is forwarded to the Planning Commission. The Planning Commission conducts a public hearing in regards to all elements of the plat.
5. Planning Commission forwards the plat including the park name, on to the Moorhead City Council for adoption.
6. Name is then filed with the plat and becomes legally binding.

Naming/Re-Naming of an Existing Facility or Park:

1. Upon receipt of a written request for a name change, staff would conduct preliminary research and background.
2. The Moorhead City Council would decide whether to proceed with the Naming/Re-Naming Existing Facility or Park process.
3. Should the City Council wish to proceed, the matter would be referred to the Park Advisory Board for additional review and recommendation.

Step I

Park Advisory Board will initiate the Naming Process

Park Staff notify the public through newspaper, direct mail and other means suggested.

Step II

The Park Advisory Board at a regular or special meeting, will review the list of potential names.

The Board will discuss the merits of each proposal and reduce the proposed list to three finalists.

At the next Park Advisory Board meeting the Board shall debate the merits of the three remaining names and select a name to recommend to the Moorhead City Council. Citizens would have a second opportunity for input at this time.

The final action will be to place the proposed park name on the next regular City Council meeting agenda. If the City Council chooses not to approve the recommended name they will return the issue to the Park Advisory Board with direction. The process will then begin anew. Citizens have an opportunity again to comment.

Park Naming Criteria

Listed below are the various criteria, which may be used as guidance in the naming of public parks and green spaces:

1. The name of the subdivision associated with the park.
2. The name of the neighborhood in which the park is located.
3. The school name if adjacent to or closely identified with the park.
4. The street name adjacent to or closely identified with the park.
5. A name suggested by the developer of the property adjacent to the park.
6. The name of a local interest point or focal point near the park.
7. The name of a stream or creek adjacent to or near the park.
8. The name of a topographic feature associated with the park.
9. The name of an event or historical occurrence associated with the park or adjacent area.
10. A creative name based upon some impressions of the site.
11. A name based upon the vegetation present or the ecology of the area.
12. A name based upon the dominant feature of the site.
13. The name by which most of the neighborhood and/or area children refer to the park.
14. The name of a person who dedicates a major part or all of the land for the park.
15. The name of a person of significant stature within the community.
16. The name of an organization or group of citizens which has contributed to the development of the facility.

Previously passed by PAB and Moorhead City Council, 2004.

ROCHESTER PARK AND RECREATION DEPARTMENT

Parks, Areas and Facilities Naming Policy

Introduction:

The naming or renaming of parks and recreational facilities is a complex and sometimes emotionally evocative process since assigning a name is a powerful and permanent identity for a public place and/or facility. The naming and renaming of parks and/or recreational facilities often requires significant resources in terms of changing names on signs, maps, and literature. In addition, excessive and constant name changing can be the source of confusion to the public. The purpose of this policy is to provide guidance to those that have an interest in the naming and / or renaming of the City's parks, trails and/or recreational facilities.

Purpose:

The purpose of this policy is to establish a systematic and consistent approach for the official naming **and renaming** of parks, recreational areas and facilities.

Objectives

1. Ensure that parks, recreational areas and facilities are easily identified and located.
2. Ensure that names given to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.
3. Encourage public participation in the naming and renaming of parks, recreation areas and facilities.
4. Encourages the dedication of lands, facilities, or donations by individuals and/or groups.

Definition

Parks, recreational areas and facilities: includes all property assets under the City's ownership and the Park and Recreation Department or Park Board's control including buildings, structures, open spaces, public parks, **trails**, natural areas, wetlands, environmental habitat and land.

Guiding Principles

In considering proposals, the following general principles will guide the Park Board in decisions related to naming and renaming. When naming a park and/or recreational facility, the proposed name will:

- a. Engender a strong positive image.
- b. Be appropriate in having regard to the parks/recreational facility's location and/or history.
- c. Have historical, cultural or social significance for future generations.
- d. Commemorate places, people or events that are of continued importance to the city, region, state, and/or nation.
- e. Have symbolic value that transcends its ordinary meaning or use and enhances the character and identity of the park and/or recreational facility

Criteria

1. The following criteria shall be used in determining the appropriateness of the naming designation:
 - a. Geographic location (neighborhood, significant areas, etc).
 - b. Natural features.
 - c. A person or place of historical or cultural significance.
 - d. A person, group, or feature particularly identified with the land or facility.

2. In considering the naming or renaming of a park and / or recreational facility after a person, priority will be given to those who made a sustained and lasting contribution to:
 - a. Rochester's park and recreation system
 - b. The City of Rochester
 - c. The State of Minnesota
 - d. The Nation
3. The naming of a park and / or recreational facility after people who may have lost their lives due to war or a tragic event will be considered only after the shock of such event has lessened within the community.
4. The process to name parks, recreational areas and facilities should begin within 12 months after the City has acquired title to the land or formally accepted the dedication.
5. Conditions of property donation as agreed upon by the donor and the City shall be honored regarding the naming of the parks, recreational areas and facilities subject to these adopted policies.
6. Names that are similar to existing parks, properties or facilities in the City system (or other systems in the area) should not be selected in order to minimize confusion.
7. The City reserves the right to change the name to maintain consistency with these policies.
8. The Park and Recreation Department can initiate the naming process whenever deemed necessary and/or in the best interest of the City.
9. In the absence of any naming requests, the Park and Recreation Board shall adhere to criteria stated in this policy in recommendation of name.

Procedure for Naming Parks, Recreational Areas and Facilities

The process for naming of Parks and Recreation resources must allow adequate time for research, public input and consideration of the impacts of the naming request. Any group or individual must approach the naming process with flexibility and patience.

The Naming Proposal

- a. A request for the naming of a park, recreational area or facility shall be submitted in writing to the Park and Recreation Board, through the Parks and Recreation Department.
 - b. When submitting a naming request the **individual or organization** should establish that the proposed name is consistent with the criteria stated in this policy. When naming after a person or persons, the **documentation** shall describe the contributions that person or persons has made. Written approval by the subject or next of kin to be honored (if available/possible) is required as part of the proposal.
1. Initial Review
 - a. Parks and Recreation staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Recreation Board. If the request is incomplete, staff will contact the applicant and alert them to that fact and provide a reasonable period of time to resubmit a revised request.
 - b. Following staff review of the naming proposal, the naming request will be posted on the Parks and Recreation Board agenda as an information item. The individual or organization proposing the naming will be invited to address the Park Board.

- c. The Board may deny the request based on criteria of the naming policy or may direct staff to proceed to the next steps in the naming process.
2. Community Engagement
 - a. If the Park Board agrees to proceed with the naming process, a community engagement plan will outlined by staff and approved by the Park Board.
 - b. The community engagement plan must include the following: **The individual or organization proposing the naming and / or the Parks and Recreation Department staff will give advance notice of the naming proposal to groups and individuals that may have a specific interest in the Parks and Recreation resource being named. This may include but is not limited to: neighborhood associations, faith based organizations, adjacent schools, Rochester Diversity Council, Public Works, Community Development, Planning and Zoning, City Administration, The Mayor and City Council.**
 - c. Parks and Recreation staff will present the results of the community engagement efforts at a future Park Board meeting. The agenda of this meeting or subsequent meetings will include time for public comment. **At a minimum this process will be conducted over two monthly park board meetings.**
3. Renaming of Parks, Recreational Areas and Facilities.
 - a. Renaming of parks, recreational areas and facilities carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming.
 - b. **Renaming will follow the same procedures and criteria used for naming parks, recreational areas and facilities.**



Parks, Areas, & Facilities Naming Policy

PARKS AND RECREATION 22500 SALAMO RD #1100 WEST LINN OR 97068 *503-557-4700 *503-656-4106 FAX

Purpose:

The purpose of this policy is to establish a systematic and consistent approach for the official naming of parks and recreational areas and facilities.

Objectives:

Ensure that parks, recreational areas and facilities are easily identified and located.

Ensure that given names to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.

Encourage public participation in the naming, renaming and dedication of parks, recreation areas and facilities.

Encourages the dedication of lands, facilities, or donations by individuals and/or groups.

Definition:

Parks, recreation areas and facilities – includes all property assets under the City's ownership and the Parks and Recreation Department control including buildings, structures, open spaces, public parks, natural areas, wetlands, environmental habitat and land.

Criteria:

The policy of the Parks and Recreation Department is to name parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environmental, civics and service to the uniquely West Linn community.

1. The following criteria shall be used in determining the appropriateness of the naming designation:

- a. Geographic location (neighborhood, significant areas, etc.)
- b. Natural features
- c. A person (non-living) or place of historical or cultural significance
- d. A person (non-living), group, or feature particularly identified with the land or facility

2. The process to name parks, recreation areas and facilities should begin within 12 months after the City has acquired title to the land and/or formally accepted the dedication.

3. Conditions of property donation as agreed upon by the donor and the City shall be honored regarding the naming of the parks, recreation areas and facilities subject to these adopted policies.

4. Names that are similar to existing parks, properties or facilities in the City

system (or other systems in the Metro area) should not be considered in order to minimize confusion.

5. The City reserves the right to change the name to maintain consistency with these policies.

Procedure:

1. Naming of Parks, Recreation Areas and Facilities

a. A request for naming of a park, recreational area or facility shall be submitted in writing to the Parks and Recreation Advisory Committee, through the Parks and Recreation Department.

b. Those submitting a naming request should show how the proposed name is consistent with the criteria stated in this policy. When naming after a person or persons, the application will describe the contributions to the City. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Recreation Advisory Board. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.

c. The Parks and Recreation Advisory Board will offer the opportunity for public input on the proposed naming.

d. The Parks and Recreation Advisory Board shall forward their recommendation to City Council for final decision.

e. The Parks and Recreation Advisory Board can initiate the naming process whenever deemed necessary and/or in the best interest of the City.

f. In the absence of any naming requests, the Parks Recreation and Advisory Board shall adhere to criteria stated in this policy in recommendation of name.

2. Renaming of Parks, Recreation Areas and Facilities

Renaming of parks, recreation areas and facilities carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming.

a. A request for renaming of a park, recreational area or facility shall be submitted in writing to the Parks and Recreation Advisory Board, through the Parks and Recreation Department.

b. The request shall include the proposed name change, the purpose of the change, and how the proposed name change is consistent with the criteria established. When renaming after a person or persons, the application will describe the contributions to the City. Written documentation approval by next of kin to be honored (if available/possible) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Recreation Advisory Board. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.

c. The recognized Neighborhood Association will be notified of the proposal when the Parks and Recreation Department receive a complete application.

- d. The Parks and Recreation Advisory Board will offer the opportunity for public input on the proposed naming.
- e. The Parks and Recreation Advisory Board shall forward their recommendation to City Council for final decision.