



STAFF REPORT

DATE: January 2, 2018
REGULAR #13

AGENDA ITEM: Parks Commission Work Plan for 2018

TO: Mayor and City Council

SUBMITTED BY: Ben Prchal, City Planner

BACKGROUND:

Each year the Planning Staff, Public Works Director, and the Parks Commission prepare an annual work plan for the Department. The 2018 work plan was reviewed by the Parks Commission in December of 2017. The Council typically reviews the work plan and provides comments as needed about Department tasks and priorities. The primary intent of the work plan is to help prioritize the projects for Planning Staff and Public Works throughout the course of 2018, and to also help keep the Commission informed about the internal planning related activities and projects that will be undertaken by the Staff over the coming year. This is a working document that provides guidance to the Commission and Council yet has the flexibility to respond to priorities as they emerge. It will also help the Commission and Planning Staff gauge its progress at achieving some of its goals for the year. The document presented contains final drafted language for the Parks Work Plan for 2018.

ISSUE BEFORE COMMISSION:

Review and provide comment regarding Planning Department and Public Works tasks for the Parks Work Plan for 2018?

PROPOSAL DETAILS/ANALYSIS:

A copy of the Park Work Plan for 2018 is included in your packet. It includes projects that do have a cost associated with them and are outlined in the Capital Improvement Plan.

The work plan includes 23 separate projects, the cost of these projects is slightly dependent upon the Public Works budget as well as the funds which have been reserved for Capital Improvements. Projects can range from updating/refurbishing, policy creation, and research related tasks to provide information for decision making.

FISCAL IMPACT:

Park Maintenance and Refurbishing	Cost set in Public Works Budget
Demontraville Park	\$75,000 – Grading and new Back Stop
Reid Park	\$25,000 – Widening of Trails/Other Amenities
Tablyn Park	\$55,000 – Improvements on Lighting and Parking
TOTAL 2018 IMPROVEMENT COST	\$155,000

OPTIONS:

- 1) Approve the Parks Commission Work Plan for 2018 as presented
- 2) Amend and then Approve the Work Plan for 2018

RECOMMENDATION:

“Motion to approve the Parks Commission Work Plan for 2018”

ATTACHMENT: Draft Parks Commission Work Plan for 2018



2018 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 taxpayer use of public lands.
- 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 2018 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 updating the Central Greenway Trail Master Plan.	<ul style="list-style-type: none"> • Recommend alternative routes for regional trail, as CSAH 17 in downtown Lake Elmo may no longer be best route, and County now has jurisdiction over Co. Hwy. 5. 	SRF was selected to develop the Master Plan John Mayek – was chosen to represent the Lake Elmo	County has yet to determine hard dates – expected to start in December 2017 into 2018
Update City Trail Plan	<ul style="list-style-type: none"> • Work with staff on outlining missing trail connections in order to create a plan that can effectively communicate to developers planned trails within the City. • Part of Comp Plan 2040 update. • Review master City Trail plan 	In Progress	Dependent on consultant timeline
Work on the Parks and Open Space component of the 2040 Comprehensive Plan update.	<ul style="list-style-type: none"> • Work with staff and consultant to gain public input on Parks and Open Space component of Comprehensive Plan. • Consider recommendations from Staff and consultant based on community input sessions. • Make recommendation to Council on specific changes needed to Comprehensive Plan. 	In Progress per the CPAP meeting on September 27 th	Dependent on consultant timeline

Mountain Biking Within Parks	<ul style="list-style-type: none"> • Assess Lake Elmo Parks for biking/mountain biking 	Communicating with 3 rd party for parks assessment	Ongoing
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. • Look at/have available 5 year CIP 	Ongoing	Ongoing
Adopt a park program.	<ul style="list-style-type: none"> • Establish maintenance standards to follow when a park adoption takes place 	In progress	Ongoing
Timeline for Park Master Plan	<ul style="list-style-type: none"> • Receive updates on status of drafted plan 	Ongoing	Dependent on consultant
Park use plan	<ul style="list-style-type: none"> • Revisit and update the plan 	Ongoing	As needed
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
Demontreville Park	<ul style="list-style-type: none"> • \$75,000 to new field, grade existing field, and add new back stop • Search for grant opportunities – such as Fields for Kids 	Draft 2018-2022 CIP	2018
Lions Park Renovation	<ul style="list-style-type: none"> • Assess viability of building a pavilion/warming house • Phase 2 – add pavilion and tables but only if donated 	Active, Draft 2018-2022 CIP	To be completed 2018 Phase 2 – 2018-2022 plan
Reid Park	<ul style="list-style-type: none"> • \$25,000 for the widening of trails • Take in grant moneys or in-kind donations for mountain bike trails 	Draft 2018-2022 CIP	Planned for 2018
Tablyn Park	<ul style="list-style-type: none"> • Address lighting and parking issues - \$55,000 (Phase 1) 	Draft 2018-2022 CIP	Phase 1 – 2018

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	July
Move play equipment at Ridge Park to higher area that does not have standing water.	<ul style="list-style-type: none"> Public works to carry out maintenance. 	Recommended by Public Works	July
Pickleball	<ul style="list-style-type: none"> Refurbish current tennis courts to accommodate pickleball 	In Progress as of 10.16.17	Unknown
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. 	In motion as of 10.16.17	2018
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
Create a park awareness plan.	<ul style="list-style-type: none"> Special events, publications, website update, e-blasts Public input sessions for Comprehensive Plan updates and adding new uses into the current parks 	As needed	As needed

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 2018
Provide quarterly budget for Parks Committee meetings	<ul style="list-style-type: none"> Provide financials for the funds which are being received and spent on a quarterly basis 	Provided Quarterly	Ongoing