



## STAFF REPORT

DATE: May 15, 2018

**CONSENT**

ITEM #: 8

**AGENDA ITEM:** Spring/Summer 2018 newsletter

**SUBMITTED BY:** Jake Foster, Assistant City Administrator

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**BACKGROUND:**

At the October 17, 2017 meeting, Council approved the printing and distribution of *The Source* newsletter for Fall/Winter of 2017. During that meeting, Council also approved future printings to be done on a bi-annual basis. As part of this bi-annual printing schedule, the newsletter is due to be printed and distributed once again.

One important item to note is that it is stated that the “Old Village Phase 4” construction project is designated as “Currently under Council review” in the newsletter. Should any decisions be made regarding that project prior to the printing of the newsletter, that item will be adjusted accordingly.

**ISSUE BEFORE COUNCIL:**

Should the City approve and distribute a new edition of *The Source* for spring/summer 2018?

**PROPOSAL DETAILS/ANALYSIS:**

Staff recommends that the attached draft is approved, and it is authorized to be printed and distributed.

**FISCAL IMPACT:**

The estimated cost of the position the printing, preparation, and mailing of each edition of *The Source* is \$2,000.

**RECOMMENDATION:**

If removed from the consent agenda:

*“Move to approve the attached draft and to authorize the printing and distribution of The Source newsletter for the spring/summer of 2018.”*

**ATTACHMENTS:** Draft of *The Source* for spring/summer 2018

Spring/Summer 2018



[www.lakeelmo.org](http://www.lakeelmo.org)

# THE SOURCE

Your source for City news and information

## Comprehensive Plan 2040

Since the Fall/Winter newsletter, the City has made significant progress on the draft of its 2040 Comprehensive Plan Update. An Open-house to review the draft was held on April 11th, and the public hearing was May 7th and will continue to May 30th.

### **What are the big changes?**

- **Vision Goals and Strategies.** This chapter provides a vision statement, which is a compilation of themes, ideas and messaging that have been shared by residents during the 2040 Comprehensive Plan update process. Additionally, a culmination and synthesis of information collected through various efforts to engage the public, Advisory Panel and staff are shared as goals and strategies within this chapter.

- **Land Use.**

- ▶ **Urban Reserve.** Because of the need to meet the Metropolitan Council's requirement that areas of the City considered emerging suburban edge and within the Metropolitan Urban Service Area (MUSA) be at a density of 3-5 dwelling units per acre and because of the City's 2015 System Statement, which decreased Lake Elmo's 2040 population target to 18,200, the Plan proposes a new Urban Reserve land use designation, which identifies land that is currently undeveloped or in a low-density residential or agricultural use but is located within the current MUSA. This land is not planned to be developed until after 2040.

- ▶ **Old Village.** There are new commercial and high density areas within the Village as well as three separate overlay areas which will consist of an Old Village District, Elmo Station District, and Civic District. There is no longer a greenbelt buffer required around the Old Village as there was in the 2030 Plan.

- ▶ **South Planning Area.** The southern MUSA area now includes Mixed Use Commercial and Mixed Use Business Park areas.

- ▶ **No MUSA changes** are being proposed as part of the 2040 update.

- ▶ The only change proposed to rural areas is the combination of the Residential Estates and Rural Single Family land use designations into one Rural Single Family land use designation, which allows development at a density of 0.1-0.2 units per acre.

- **Balanced Development and Growth.** This chapter is provided to describe what types of development patterns exist today, where those patterns are changing and evolving, and where they are likely to stay the same.

- **Housing.** The housing chapter presents important housing principles that underscore the dynamics behind the role and importance of housing as a key element within the Plan; focuses on existing housing stock, summarizing important information regarding the overall number, types, affordability, and occupants of housing units; projected need for housing during this planning period; and practical implementation tools to help the City achieve its identified housing goals.

- **Parks and Trails Chapter.** The Parks and Trails chapter focuses on refining and synthesizing information contained within the 2030 Comprehensive Plan and preparing an update that is more concise, clear and direct about the City's goals and objectives for its future in regards to parks and trails. It now functions at a higher level of detail that will focus and more clearly demonstrate the interconnected quality of the Parks and Trails system.

- The Transportation, Wastewater, and Surface Water Management Chapters are still being drafted and will include necessary updates needed to address changes and outstanding issues.

*Article Continued on Page 2*

**What are the next steps?** City Council will need to approve a draft before the Plan is sent out for adjacent jurisdictional review. Adjacent jurisdictions include school districts, watershed management organizations, state and federal agencies, park implementing agencies, transit providers, and adjacent cities, townships, and counties. Adjacent jurisdictions then have up to six months to review and make comment on the plan before the Plan can be submitted to the Metropolitan Council by the due date of December of 2018.



## Planning Staff:

### Emily Becker, Planning Director

ebecker@lakeelmo.org  
651-747-3912

### Ben Prchal, City Planner

bprchal@lakeelmo.org  
651-747-3931

## Development

Over the last few months, a 269-unit development called Legacy at North Star received preliminary plat approval; a 10-unit development to be called Wyndham Village has received Sketch Plan and Comprehensive Plan Amendment approval; final planned unit development plans were approved for a 90-unit hotel; and Wildflower at Lake Elmo 3rd Addition and Hammes Estates 3rd Addition received final plat approval.

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## 2018 Street Projects

In 2018 residents may see several street projects taking place throughout the city. Below is a brief description of each project and area.

- Old Village Phase 4 – includes water/sewer/storm-water and street improvements on 32nd St N east of Lake Elmo Ave, Layton Ave. N and 36th St. N near Lions and VFW Parks (*This portion of the project is still under Council consideration*)
- Tri-Lakes South – project details for this area will include drainage improvements, curb and gutter improvements/repairs and a new road surface.
- Lake Jane Trail – between Jamaca Ave. N and Jane Rd will undergo a Mill and Overlay along with spot curb repairs.
- Wildflower Shores Dvlp. – Mill and Overlay with spot curb repairs.

Along the listed projects, the city will conduct annual crack filling and sealcoating of various streets within the city.

We ask you for your continued cooperation throughout these street construction projects and also to be aware of detours and workers.



### CSAH 14 Realignment

Washington County will be realigning the County State Aid Highway 15/14 intersections just east of Lake Elmo this summer. Work includes new pavement, roadway widening, trails, turn lanes, curb and gutter, signals, and storm water improvements.

More information can be found on the County's project specific website or by contacting Washington County Project Manager Nathan Arnold at 651-430-4384, or [Nathan.Arnold@co.washington.mn.us](mailto:Nathan.Arnold@co.washington.mn.us)

### CSAH 17/LE Ave Construction

Washington County will be improving County State Aid Highway 17 (Lake Elmo Avenue) from I-94 to just south of 30th Street this summer. Work includes, new pavement, shoulder improvement, turn lanes, guardrail, curb and gutter, and stormwater improvements.

Construction is anticipated to begin mid-to-late July and run through October. Traffic delays and detours should be expected.

More information can be found on the County's project specific website or by contacting Washington County Project Manager Kevin Peterson at 651-430-4330 , [kevin.peterson@co.washington.mn.us](mailto:kevin.peterson@co.washington.mn.us).



At their May 1st meeting, Council approved the City's new Adopt-a-Park program. If you are interested in caring for a City park by performing minor maintenance and upkeep through this program, please contact City Hall at: 651-747-3900 for application materials and more information.

## Park Improvement Projects

Public Works and Planning Departments are working to finalize improvement projects at Tablyn and Demontreville Parks. Both parks are being considered for minor improvements to make them more user-friendly.

At Tablyn Park, consideration is being given to possible improvements to the parking lot which will allow for more parking. Along with parking improvements, more lighting is being looked at for the parking area and sledding hill.

Demontreville Park will see improvements to the baseball field area this year. Such improvements will consist of minor field grading and infield fence improvements including backstop modifications.

Work will continue to take place at Savona Park in 2018. This year mulch will be added to the play and swing areas while adjoining areas will be graded and seeded with brush and trees being cut and trimmed in other areas of the park.

The City is partnering with the Stillwater Area Scholastic Cycling Advocates (SASCA) with plans to add a mountain biking trail in Reid Park sometime in 2018.

Renovations at Lions Park are nearing completion. Watch the City's website and Facebook for information on a ribbon-cutting ceremony later this summer.





# 2018 Election Information

The 2018 local races will include, two City Council seats. Voters may vote for up to two candidates on the November ballot. City Council elections are non-partisan and candidates run for their seats at-large. Terms for these Council positions are four years beginning in January of 2019 and ending January 2, 2023.



The filing period for office (City Council) runs from July 31 to August 14, 2018 at 5:00 PM. For more information, visit the “Elections” tab on the City’s website at: [www.lakeelmo.org](http://www.lakeelmo.org), or contact Julie Johnson, City Clerk at: 651-747-3914 or [jjohnson@lakeelmo.org](mailto:jjohnson@lakeelmo.org).

The General Election will take place on Tuesday, November 6, 2018. Polls open at 7:00 AM and close at 8:00 PM. In-person voting will take place at City Hall at: 3800 Laverne Ave. N. on Election Day for residents who live north of CSAH 14. Residents who live south of CSAH 14 will vote at Fire Station 1 at: 3510 Laverne Ave. N. If you are still unsure where you should go to vote, visit the Secretary of State’s Polling Place Finder at: <https://pollfinder.sos.state.mn.us/>. Absentee voting opens for the General Election on Friday, September 21, 2018.

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## Incentive grants for raingardens, small farm projects and shoreline plantings

Looking for a little help improving your property? The Brown’s Creek, South Washington, and Valley Branch Watershed Districts offer incentive grants to landowners for projects that improve habitat and reduce erosion and runoff water pollution. Grants can be used to convert lawn or agricultural fields to prairie, fix drainage issues around stables and pastures that cause mud and erosion, or to replace turf along lakeshores and streambanks with deeper-rooted native plants. Best of all, Lake Elmo residents can request a free, no-obligation site visit from the Washington Conservation District (WCD) to discuss potential projects, get advice on managing weeds and invasive species, and learn more about the grants.

Incentive grant programs help our watershed districts to stretch their funding for water improvement projects. “Most of the land in Washington County is privately owned, so these public-private partnerships help everyone,” says Jay Riggs, WCD District

Manager. The WCD helps landowners to develop customized plans for their properties, and the watershed grants help to pay for plants, materials, and rental equipment such as tillers and sod cutters.

To sign-up for a site visit or ask about grants, go to [www.mnwcd.org](http://www.mnwcd.org) or call 651-330-8220.



Rain Garden on Klawitter Pond

## Proper watering and irrigation tips for a healthy lawn and landscape:

- Watering deeply once or twice per week is better than watering a little every day. This will mimic natural weather patterns and lead to deep root growth and increased drought, pest and disease tolerance.
- The ideal time to water the grass is between 3 a.m. and 6 a.m. Watering at night may promote turf grass diseases. Watering in the day causes water to be lost to evaporation.
- Apply any fertilizers, soil conditioners or other treatments prior to rainfall.
- Manage thatch to ensure water penetration. Soil surfactants that improve microbial activity and microorganisms can help manage thatch.
- Mow high for increased moisture reserves in the leaf blades and roots.
- Equip sprinkler systems with rain sensors.
- Ensure sprinkler coverage is even across the lawn.
- Grass stressed from lack of water will go dormant, not die.
- Mow less frequently during drought and heat stresses on the lawn.
- Consider drip irrigation for a garden or when practical, water the soil not the plant leaves or tree trunks.
- For trees and shrubs, water away from the trunk, several feet in circumference beyond the canopy of the tree or shrub.
- Longterm, mulching can help to improve soil and plant health, improving water management, water conservation and drought resistance of plants in addition to fast results with soil surfactants.



## Grass Clippings, Leaves & Yard Debris in Storm Sewers

City storm sewers are designed to carry rain water (commonly referred to as 'storm water'), surface run-off and snow melt to wetlands, ponds and lakes. Storm sewers are not designed to handle leaves, grass clippings and other yard debris. During rainstorms, grass clippings, leaves and other yard debris can plug storm drains/grates and accumulate in the pipes, contributing to clogs and back-ups. In heavy rain events these clogs and back-ups can cause flooding.

In addition to grass clippings, leaves and debris, storm water often contains materials found in pet wastes, fertilizers and pesticides. When even small amounts of these materials enter waterways, they become pollutants that can kill fish and reduce water aesthetics.



# Crime Prevention Tips, Information, and Resources from Sgt. Larry Osterman

**Vacation Checks:** One of the Crime Prevention Program services is to offer vacation checks on your home when you are away for any length of time. This is for citizens where the Washington County Sheriff's Office is the local law enforcement agency. If you live in a city that has a local police agency, you should contact them for this service. Visit: <https://www.co.washington.mn.us/912/Vacation-Home-Checks> for more information and to fill out a request form.

**Neighborhood Watch Program:** Neighborhood Watch (NW) is an association of neighbors who contribute to the safety and security of their neighborhood by working together with the Washington County Sheriff's Office. Together, the Sheriff's Office and the neighborhood volunteers work to implement the principles of crime deterrence and detection while encouraging the active reporting of crimes and suspicious activity. The strength of Neighborhood Watch is the communication and dedication of the watch group members.

If you are interested in forming a neighborhood watch group or registering your current group please complete call our non-emergency number 651-439-9381.

**Mail and Package Theft:** Please don't place mail in your mailbox to be picked up by the postal staff! The red flag is supposed to indicate mail to be picked up by postal carriers, however, it has become a signal for thieves.

Planning for a package delivery? Have it delivered to you at work, or ask a neighbor that might be home during the day and have your package delivered to him or her. Having packages delivered to your home, when you're not there, creates great opportunity for thieves.

**Reporting suspicious behavior:** See a strange vehicle or person in your neighborhood? Please call the Sheriff's Office to report what you saw! We will gladly check into the matter and be proactive rather than taking reports of thefts or worse after they happen.

**Scams:** I assure you, your long lost cousin or friend/relative is not in jail in some foreign county, and we are even more certain that you giving a person your credit card/banking information will not help them. It will most likely empty your savings and/or max out your credit card. It will also leave you with little or no recourse as these cases are very hard to track. If you get a call like this, simply tell them that you're calling the Sheriff to check on this and they can call you back tomorrow. I'm betting they won't call back, but be sure to call us so we can look into the scam. Even if they do call back, **never** give out your financial information!

More question or do you just want to meet the Lake Elmo Deputies? Contact myself, Sgt. Larry Osterman, at 651-747-3928 or [larry.osterman@co.washington.mn.us](mailto:larry.osterman@co.washington.mn.us). I do work a flex schedule, so it may take a day or two for me to return your call, but I certainly will try to reply within a day.



## New City Staff



### Sue Iverson, Finance Director

Sue Iverson has been working in municipal government since 1998, and in Finance Director roles since 2000. Sue has served on both national and Minnesota chapters of the GFOA on boards and committees. She is also a college-level accounting instructor and a Certified Municipal Clerk. Most recently, Sue served in various capacities at the City of Arden Hills including Interim City Administrator, and Finance Director prior to coming to Lake Elmo in April.



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### Matt Leko, Public Works Operator

Matt Leko joined the City of Lake Elmo as a Public Works Operator in January. Prior to coming to Lake Elmo, Matt worked as a heavy equipment mechanic with Tri-County Services and RDO equipment. He was also a Seasonal Public Works employee with Washington County.



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### Bob Wier, Public Works Operator

Bob Wier started work as a Public Works Operator in April. Bob grew up in Lake Elmo, and his grandfather previously worked in the Public Works Department. He has worked as an automotive technician and in a property maintenance capacity before joining the Public Works Department.







3880 Laverne Ave. N.  
Lake Elmo, MN 55042

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LAKE ELMO MN 55042**

**Public Works Contact Info:**

**Public Works:** 651-747-3940

**Emergency:**

Monday – Friday: 8:00 a.m. – 4:30 p.m.

**City Hall:** 651-747-3900

All other hours and weekends,

**Washington County Dispatch:** 651-439-9381

**Lake Elmo Tennis Camp**

The City of Lake Elmo has partnered with tennis instructor, Alex Krol, to host youth tennis camps at Pebble Park throughout the summer.

Camps will be separated by age groups. If you have additional questions, you can contact Alex directly at: 952-688-2945 or email him at: Alex@minnesotatenniscamps.com



**THE SOURCE**

A publication of the City of Lake Elmo  
3880 Laverne Ave. N., Lake Elmo MN 55042 • 651-747-3900

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**Council**

Justin Bloyer

Julie Fliflet

Jill Lundgren

Christine Nelson

**POLICE-FIRE Emergency: 9-1-1**

**Non-emergency: (651) 439-9381**

**City Administrator**

Kristina Handt



www.facebook.com/LakeElmoMN

**Sally Manzarra Interpretive  
Nature Center Opening**

The Sally Manzarra Interpretive Nature Center in Sunfish Lake Park is scheduled to have a grand opening celebration on June 2nd from 10:00 AM - 2:00 PM. For more information visit: <https://sminc-lake-elmo.org>, and watch the City's Facebook for details.