



Staff Report

DATE: 1/7/2020

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
Parks Commission

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 CITY COUNCIL:

Would the City Council 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.

PARK COMMISSION AND STAFF RECOMMENDATION:

The Parks Commission recommended approval of the plan as presented by a 6-0 vote.

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"> • <u>A preliminary trail route has been determined</u> • <u>Met Council has approved the master plan.</u> 	<u>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</u>
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	<u>2019Ongoing</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. <u>Amend the Park naming Policy</u> 	Will begin when time allows in <u>20192020</u>	<u>20192020</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"> • <u>Develop a Mountain Bike trail system throughout Sunfish Lake Park (\$120,000) Work with Trail Builder on constructing trails within Sunfish Lake Park</u> • Submit grant for buckthorn removal 	<p>Trail Planning</p> <p>Planning</p>	<p><u>2019—completion of plan and begin construction</u></p> <p><u>Grant due Sept</u></p> <p><u>Advertise for bids for trail development 2020.</u></p> <p><u>Submit buck thorn grant 2020.</u></p>
Lions Park	<ul style="list-style-type: none"> • <u>Install 45th Parallel Marker (\$1,000)</u> • <u>Complete pickleball court and install hockey rink boards</u> 	<p><u>Approved by Council in 2018.</u></p>	<p><u>2019—Complete the project</u></p>
New Park Development (Wildflower/Village Preserve) Inwood Park	<ul style="list-style-type: none"> • <u>Determine the best equipment for the space. (\$105,000)</u> • <u>Gain Neighborhood input Determine what the best amenities may be for the park.</u> • <u>Receive bids for construction</u> 	<p>Planning, Design, and Implement plan in <u>20192020</u></p>	<p><u>2019-2020 – Have new park complete</u></p>
Pebble Park	<ul style="list-style-type: none"> • <u>Pave the parking area, develop two volleyball courts, lighting, and security features. (\$10,000 Volleyball, \$15,000 Lighting/Security, \$40,000 Court Resurfacing)</u> 	<p><u>Implement plan in 2019</u></p>	<p><u>Make Recommendations on suggested improvements.</u></p>
Dog Park	<ul style="list-style-type: none"> • <u>Review City parks/land to determine where a dog park may be located.</u> 	<p><u>Beginning Conversation in 2020.</u></p>	<p><u>2021</u></p>

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"> • <u>Public works to carry out maintenance.</u> • <u>Trash can replacement</u> • <u>Tree plantings</u> 	<p>Recommended by Public Works</p>	<p><u>20192020</u></p>
Pickleball	<ul style="list-style-type: none"> • Refurbish current tennis courts to accommodate pickleball. 	<p>Ongoing and as requested.</p>	<p><u>2019-2020</u></p>
Park needs assessment	<ul style="list-style-type: none"> • To be completed by public works staff. 	<p>Ongoing</p>	<p>On going</p>

<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>

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 As Required</u>	<u>2019 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 2019/20</u>
Provide Budget Updates as necessary	<ul style="list-style-type: none"> • Provide financials on park dedication fund upon request. 	As requested	Ongoing