



*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
3800 Laverne Avenue North
Park Commission Meeting
Wednesday, February 20th, 2013 7:00 PM**

AGENDA

- A. Call to Order/Approval of Agenda**
- B. Approval of January 22, 2013 Minutes**
- C. Visitors/Presentations**
 - 1. Planning Staff Discussion and Parkland Dedication & Development
 - 2. ISGMN Survey Proposal & Costs – Dean Zuleger
 - 3. Park Use Policy
- D. MPCA Planting at Sunfish Lake**
 - 1. Report from Commissioner Hietpas
- E. Resignation of Wendy Sullivan**
 - 1. Acknowledge Resignation and Recruitment of Replacement
- F. SPW Reports**
 - 1. Open forum with staff for Updates or Questions
 - 2. Spring Park Visits

MINUTES

City of Lake Elmo Park Commission Tuesday, January 22nd 2013

Members Present: Chairperson Hartley, Steele, Zeno, Hietpas, Blackford, DeLapp, Weis
Members Absent: Ames(Excused) Sullivan(Excused)
Others Present: Administrator Zuleger, SPW Bouthilet PMO Bodlovick

The meeting was called to order by Chairperson Hartley at 7:02 PM.

A. M/S/P: DeLapp, Zeno: To approve the agenda as posted.

B. Approval of 12-3-2012 Park Commission Minutes.

M/S/P: Blackford / DeLapp: To approve the minutes of 10-15-2012 as amended.

Administrator Zuleger noted two procedural items:

- Abstaining a vote must be counted as a no. Do not vote, if you have no objection.
- Tabled items must be addressed during the same meeting. Postpone items for future meetings.

C. Election of Officers for Park Commission

Chairperson Hartley informed the Commission that she will be stepping down as Chair. The Commission acted to elect a new Chair and Vice-Chair. DeLapp nominated Zeno, but with reservations, he declined.

M/S/P: Hietpas/Hartley Weis: To recommend to Council that Blackford to be reassigned as an alternate, and to establish Weis as a regular Commissioner. 7-0

Shane Weis was nominated by DeLapp and elected Chairperson. 7-0.

David Steele was nominated by Hartley and elected Vice-Chair. 7-0.

Note: Weis began leading the meeting as Chairperson.

D. Visitors / Presentations

1. St. Croix Valley Soccer

Donna Lutin (Administrator St. Croix Soccer Club) presented a brief background and overview of their organization. She related that, although the club has established facilities for league games, they have a need for more practice facilities. The club would only need a relatively flat turf area. They would provide their own goals and any field delineations required. The spring season runs from May through June. The Commission discussed options available, but recognized it is also the baseball season. There are parks that could accommodate their needs, but other than Pebble, we do not reserve those parks. This policy was adopted because the parks are in residential areas and have no off street parking. Steele noted Kleis as an example because the streets are 32 foot wide on two sides of the park. The consensus of the Commission was for PWS Bouthilet to meet with a club representative and determine possible sites to accommodate their needs. Chairperson Weis noted the policy may have to be amended if deemed appropriate.

E. 2013 Park Survey

1. Survey design Listening Session, ISGMN, Bloomington, MN

Administrator Zuleger reported that although the representative was unable to attend, he had updated information and decisions requiring discussion. He explained that the proposed budget of \$5,000.00 was prohibitive to the survey RFP. The University of MN was not interested and there was no response from St. Thomas. Discussion with survey firms established that a telephone survey under our RFP parameters would typically be in the \$20,000.00 range. ISGMN is a firm with a strong background in public sector telephone surveys and is currently conducting a survey for the MET Council. ISGMN has proposed a survey cost in the \$12,000 to \$15,000 range. Zuleger suggested that the Commission may need increase the survey budget if the goal is to produce a survey scientifically significantly margin of error.

E. 2013 Park Survey (continued)

ISGMN would conduct a customer (citizens) based telephone survey. Staff has received recommendations from past clients including Eden Prairie, Edina, Xcel, and General Mills. Zuleger added that if the desire was to just do a general use/needs survey, there are templates from the National Recreation and Parks Association which could be distributed and processed by staff.

The consensus of the Commission identified the desire to have a telephone scientifically significant survey. Zeno noted with 500 calls the cost is \$30.00 each. Zuleger explained costs include development, committee coordination and processing. An average phone survey is typically in the \$40.00 per call range.

Steele asked for clarification of the Commissions role in relation to recommendations sent to the City Council. Zuleger explained the Council should only affirm/deny or send an item back to a Commission. The Council should not modify proposals from Commissions.

M/S/P: Steele/Hartley: Request the Council to affirm increasing the budget to \$15,000.00 and hire ISGMN to provide a scientific park use/needs survey. 7-0

Administrator Zuleger wanted to note two items:

- The planners will attend the February meeting to discuss the Commissions role and process of parks/trails in new developments. Also a discussion about park dedication procedures and decisions.
- The I-94 comprehensive plan was approved unanimously by MET Council without questions or concerns. This positive result is a reflection of a staff working in collaboration with the MET Council.

Hartley thanked the Commission for supporting the survey. It should give the Commission valuable insight and direction in the future.

F. Reports & Updates

1. Old Village Work Group Park Plan Re-location-Steve DeLapp

DeLapp used a land use map to give an overview of the future of the old village. Comments included:

- 1,000 homes (approximately 2,500 residents)
- Site location of the park and active fields.
- Location of a "Village Green". A European style gathering space and possibly a pavilion.
- The site has potential for a privately owned restaurant. (Tavern on the Green)
- A band shell could be included.
- The plan has Lions Park remaining at current location.
- A new City Hall will force the elimination of the VFW site. Lights to be moved.
- Water features on the site will be part of the water retention requirements.
- Two baseball fields and two soccer fields.
- The concept is to have a relaxing environment co-existing and beneficial to active play.
- A walking trail around the entire development.
- City Planners have recommended the site increased from 15 to 30 acres.

DeLapp finished by asking the Commission to consider options, amenities, or unique for the site. Steele commented he believes it should be larger area. Hartley asked if the current CIP would be funding this site. DeLapp assured the Commission there will be park dedication fees collected as the old village is developed. A brief discussion ensued about the proximity to the rail road tracks and the need to incorporate some safety measures. Weis asked for clarification of the Commissions role. DeLapp reiterated that now is the time to add or remove design features, such as the road through the park. Blackford started a discussion by questioning if this could be incorporated into a trail link to the high school. The consensus was to keep focus on trail links during the planning phase.

G. SPW Maintenance Report - Mike Bouthilet

1. Ice Rink Update

Bouthilet reported that Jim Leonard from Fury Motors purchased a Zamboni and is loaning the machine to the City for maintain the rinks at Lions Park. Mike Bodlovick was introduced as the new Public Works Parks Maintainer. Bodlovick has been running the Zamboni, sweeping and flooding on a regular basis. Skater attendance at the rink has been higher than the recent past, and the ice conditions have been excellent.

2. Trail Grooming Update.

Bouthilet reported on the challenges of getting Sunfish Lake Park groomed this year. Washington County has the contract to groom Sunfish. Even with good snow, grooming at Sunfish is not started until they have all the County Parks done. Also, this year they have new operators not familiar with the Sunfish trails. This requires one our staff to ride along. It was proposed that we draw them a route map. Bouthilet explained, just know the route, is not enough to guide the machine through. There is very little tolerance for some of the turns, and for all practical purposes, there is no backing up. Zeno reported he skis and knows the trails well and offered to assist in any way. Zeno also suggested that that the groomer could use the west entrance every other time to avoid re-tracking. Bouthilet said it may help, but the park has numerous secondary loops that require double passes. Zeno reported there is an on-line ski site and Sunfish has negative feedback about walkers and dogs impacting the skiing. It was determined to continue single side tracking.

3. Sunfish Lake Park MPCA Project

Bouthilet presented a design sketch of a tree and shrub planting proposal from then MPCA. He added that the MPCA personnel are open to any re-design we desire as long as we stay within the \$22,000.00 budget. The consensus of the Commission was rows of trees and the bush locations were not appropriate. Hietpas offered to contact the Washington County Conservation District for assistance in a design.

M/S/P: Hartley/DeLapp: To contact the Washington County Conservation District for a design proposal at the MPCA turn back site in Sunfish Lake Park. 7-0

4. Re-Affirmation to Council on City Forester Funding.

Hartley expressed her dismay at the City Councils decision not to budget funds for a City Forester in 2013. She believes that the knowledge, experience and assistance provided are worth the expenditure. The consensus of the Commission agreed with her assessment and was supported by a previous unanimous vote.

M/S/P: DeLapp/Steele: Convey to the City Council that the Commissions disappointment with regret of the budgeting decision and recommend they re-consider contracting a City Forester.

H. Future Meeting Items

1. Planning Staff Workshop w / Parks Commission on Trails, Parks

It was noted to the Commission that the Planners will attend the February meeting to discuss the process and roles of all involved in planning future developments.

Chairperson Weis adjourned the meeting at 8:52 PM

Respectfully Submitted

Michael Bouthilet, Recording Secretary

Revisiting & Best Practices for Park Dedication Fees

1. BATC, the Builder's Association of the Twin Cities, has put us on notice that challenges to the current park dedication fees are more than a possibility.

Until Minn. Stat. § 462.358, Subd. 2b was amended in 2006 it provided that a city could require that a reasonable portion of land being subdivided be dedicated for park or "an equivalent amount in cash." The current version of the statute provides:

The municipality may choose to accept a cash fee as set by ordinance from the applicant for some or all of the new lots created in the subdivision, based on the average fair market value of the unplatted land for which park fees have not already been paid that is, no later than at the time of final approval or under the city's adopted comprehensive plan, to be served by municipal sanitary sewer and water service or community septic and private well as authorized by state law. For purposes of redevelopment on developed land, the municipality may choose to accept a cash fee based on fair market value of the land no later than the time of final approval.

Does the cash fee still have to be the equivalent to the value of the land? The answer is not as clear as the pre-2006 language but in my opinion the answer is yes. The frustration with this answer is that the park dedication fees will be inadequate to both acquire the land and construct the improvements to create parks.

For years park dedication fees increased as land values increased but in the last few years land values have decreased but not park dedication fees. BATC has put us on notice.

2. 2012 Legislation.

HF 389 would have amended 462.358 concerning park dedication. It was passed by the House but was defeated in the Senate. The bill was defeated not because of the park dedication provisions but because the bill also contained changes to the interim use requirements. Another bill can be expected next session. The changes proposed under the bill included:

- Fees may only be collected after a building permit application has been submitted but before completion of the development.
- The park fee for the "redevelopment on developed land" must be based upon "the fair market value of the land." Fair market value means the value negotiated between the city and the applicant on the value determined by an independent appraiser.
- Specifically provided that cash payments could not be used for operation or maintenance.

3. These are the basics for park dedication:

- An ordinance, fees may be established by ordinance or resolution.
- You must have a capital improvement budget and parks and open space plan.
- The portion of land to be dedicated must be calculated solely upon the "buildable land" in the subdivision as defined in the ordinance.
- The fee or land dedication must bear a rough proportionality to the need created by the subdivision.
- In establishing land dedication requirement due consideration must be given to open space and recreational facilities in the proposed subdivision.
- Fees must be placed in a special fund for the acquisition and development of parks, trails, open space and playgrounds.
- A subdivision can not be denied because of inadequate parks.
- If a developer disputes a park fee, the city can not condition approval of a subdivision on waiver of the fee. The fee must be placed in escrow and the developer has 60 days to commence a challenge in district court.

4. Calculating Park Dedications Fees.

The city must determine how many acres of land the city needs for parks, trails, playgrounds, open space. That amount must be apportioned to various classes of users, for example, residents and employees of businesses who will use the system but don't live in the city. Certain uses such as assisted living facilities and nursing homes create less demand on the park system and should be treated differently than single family homes. The amount of land must then be converted to a cash value based upon average fair market value for various classes of land. The City can hire an appraiser or work with the City or County assessor in making the determination. Checking to see what neighboring cities are charging may be useful in making sure a city stays competitive but it is not a legal basis for setting fees.

This is a simple example of the calculation involved:

- City needs 100 acres of land in next 20 years
- 80% of need is attributable to new residents
- Need 80 acres for new residents
- Projected 800 new residents

- Two persons per household
- $400 \text{ homes} \div 80 \text{ acres} = .2 \text{ acres per house}$
- Current land value = \$20,000 per acre
- $\$20,000 \times .2 = \$4,000$ park fee per new single family home



City of Lakeville
Parks & Recreation

Memorandum

To: Planning Commission
From: Steve Michaud, Parks & Recreation Director *SM*
Date: May 15, 2012
Subject: Park Dedication Ordinance Review

The City of Lakeville received a letter August 17, 2011 from Shamrock Development, Inc. requesting the City review park dedication fees due to a reduction in land values of undeveloped properties in Lakeville. The letter is specifically written as a result of a platting action associated with Crescent Ridge 2nd Addition. Since that time, staff has worked with Dan Licht of The Planning Company and completed a thorough review of all aspects associated with establishing a park dedication ordinance.

We all agree that land values in Lakeville have decreased due to the recession. Following a review of several different approaches in our attempt to establish what a fair market value is for land in Lakeville and working with an appraiser, and more importantly Roger Knutson as our legal counsel, staff has prepared the attached report.

The report was presented to the Lakeville Parks, Recreation and Natural Resources Committee at their April 18, 2012 meeting. As expected, the committee was somewhat disappointed, but realized lowering the fee due to current economic times and the effect it has had on land values necessitated a reduction in order to be compliant with state statutes. The report was reviewed by City Council at their April 23 work session and directed to forward the report to the Parks, Recreation & Natural Resources Committee and the Planning Commission for review.

At their May 2nd meeting, the Parks Committee voted 4-3 against the staff recommended fee reduction. The negative votes expressed concern on lowering the fee and the subsequent effect on meeting future planned park expansion to meet future growth and associated park needs.

The report will now be reviewed by the Planning Commission at their May 24 meeting and, tentatively, the City Council on June 4.

EXHIBIT A – Shamrock Development letter

EXHIBIT B – The Planning Company report

EXHIBIT C – Redlined Ordinance

EXHIBIT D – 2011 Park Dedication Fee Survey

EXHIBIT E – Parks, Recreation & Natural Resources Committee Minutes, April 18

EXHIBIT F – Parks, Recreation & Natural Resources Committee DRAFT Minutes, May 2



August 17, 2011

Mr. Steven C. Mielke
City Administrator
City of Lakeville
20195 Holyoke Avenue
Lakeville, MN 55044

Re: Park Fees – Crescent Ridge Second Addition

Dear Mr. Mielke:

As we discussed in my meeting with you and your staff I have some concerns regarding the present park dedication fees. I think we are very aware that land prices have plummeted and development has substantially slowed. In most cities they base their fees at approximately 10% of the raw land cost. On the Crescent Ridge Second Addition plat the land cost would be roughly \$43,000 per acre on the southern portion and \$30,000 per acre on the northerly portion. The asking price on the northerly portion was \$30,000 per acre without any negotiation. Based on approximately 2.2 lots per acre and at your present park fee of \$4,747 per lot, the park fee would be 33% of the land cost. As you can see such fees are prohibitive.

I am aware that to change such fees require Council action and that the City would probably want to study the fees before arriving at a revised number. In order to proceed with the final plat of Crescent Ridge Second Addition, I would propose that I escrow an amount equal to the present fee but that my fee would be adjusted with the new fee when determined by the City Council and the excess would be refunded. I look forward to working with the City of Lakeville in coming to a mutual outcome that will best serve both the City and Shamrock Development.

Thank you for your time and consideration on this matter. Any questions can be directed to my cell at (612) 363-5622.

Sincerely,

Shamrock Development, Inc.

A handwritten signature in black ink, appearing to read "James M. Stanton", is written over a horizontal line.

James M. Stanton, President

ajz/JMS



3601 Thurston Avenue N, Suite 100
Anoka, MN 55303
Phone: 763.231.5840
Facsimile: 763.427.0520
TPC@PlanningCo.com

EXHIBIT B

MEMORANDUM

TO: Gerald S. Michaud
FROM: Daniel Licht, AICP
DATE: 15 May 2012
RE: Lakeville – Park Dedication
TPC FILE: 135.01 - 11.03

BACKGROUND

The City of Lakeville has initiated a review of its park dedication requirements applicable to new subdivisions as provided for in Section 10-4-8 of the Subdivision Ordinance. This review has been initiated after Shamrock Development Inc. disputed the park dedication fee in lieu of land for Crescent Ridge 2nd Addition as required under the current Subdivision Ordinance and fee schedule. Shamrock Development Inc. has placed funds for the park dedication fee in lieu of land in the amount calculated based on the current fee schedule in escrow with the City in accordance with the process outlined by Minnesota Statutes 462.358, Subd 2c(c). The park dedication requirements are being reviewed to ensure consistency with requirements established in State Statute.

Exhibits:

- A. Community Survey
- B. Proposed Park Fee Calculations
- C. Draft Zoning Ordinance Amendment

ANALYSIS

State Statute. Minnesota Statutes 462.358, Subd. 2b enables the City to require dedication of a portion of a subdivision to the public for parks, recreational facilities, playgrounds, trails, wetlands or open space. Minnesota Statutes 462.358, Subd 2c, further requires that there be an essential nexus between the dedication of land or payment of fees based upon the City's purpose for the dedication and that the dedication or fee must be roughly proportional to the need created by the development.

Current Dedication Requirement. In residential subdivisions where a land dedication is required, Section 10-4-8.I of the Subdivision Ordinance establishes that the following formula will be used to determine the dedication requirement:

Density Du/Ac.	Land Dedication
0-2.5	10%
2.5-4.0	11%
+4.0-6.0	13%
+6.0-8.0	15%
+8.0-10.0	17%
+10.0	17%-20%

In commercial or industrial subdivisions where a land dedication is required, five percent of the buildable land being subdivided is required to be dedicated.

The current cash fees in lieu of land dedication established in Section 10-4-8.J of the Subdivision Ordinance are shown below. These fees were established based on a detailed study of planned park capital improvements and land acquisition undertaken by the Parks, Recreation and Natural Resources Committee and Economic Development Commission and approved by the City Council. The current fee schedule has not been adjusted since 2008.

Land Use	2011
Single Family	\$4,747.00/lot
Multiple Family	\$4,153.00/du
Commercial	\$7,693/net acre
Industrial	\$4,558/net acre

Community Survey. Communities within Lakeville's region of the Twin Cities Metropolitan Area were surveyed for park dedication fees, with this information shown in the table attached as Exhibit A. This information is not to be used in establishing dedication requirements in Lakeville. However, the information is useful for comparison purposes to ensure that the City's dedication fee does not put it at a competitive disadvantage with comparable communities in the region relative to economic development objectives.

Projected Growth. The 2030 Comprehensive Plan included updated population, household and employment projections for Lakeville through the year 2030 approved by the Metropolitan Council. These projections estimated that there will be 14,817 new households added in Lakeville between 2011 and 2030. However, it is likely that these estimates will be revised lower when next updated by Metropolitan Council due to the development slowdown experienced since they were prepared in 2005, which is evident by comparing the actual 2010 census figures with the 2010 projections from the 2030 Comprehensive Plan. The 2006 Parks, Trails and Open Space Plan utilized population and employment estimates from 2005, also shown on the table below, as a baseline.

Population estimates will be updated in 2012 to reflect the current growth projections and reevaluate planned system needs and improvements.

City of Lakeville Population, Household and Employment 1990 - 2030							
	Actual			Estimates/Projections			
	1990	2000	2010	2005	2010	2020	2030
Households	7,851	13,609	18,683	16,905	20,200	28,400	33,500
Population	24,854	43,128	55,954	52,466	59,500	78,400	88,800
Employment	6,563	9,885	13,862	13,219	18,503	22,945	27,387
Source: 2030 Lakeville Comprehensive Land Use Plan, 2006 Parks, Trails and Open Space Plan, 2010 Census, Metropolitan Council							

Parks, Trails and Open Space Plan. The City's Parks, Trails and Open Space Plan, updated in 2006, establishes the planned development and continued buildout of the parks and trails system taking into consideration projected population and household growth, national standards for park system facilities and community priorities. The parks, trails and open space system in Lakeville consists of neighborhood parks, community parks, playfields, trails adjacent to roadways and off-street trail systems, greenways, conservation areas, special use areas, facilities such as the Lakeville Area Art Center and Heritage Center and partnerships with School Districts. The development of system improvements set forth by the Parks, Trails and Open Space Plan is dependent upon dedication of land or payment of cash fees in lieu of land dedication at the time of final plat approval for new subdivisions.

Lakeville had 1,551 acres of park land in 2005. The 2006 Parks, Trails and Open Space Plan recommends acquisition of up to 481 acres of additional active park land for a total system of 2,032 acres, which would not include additional greenways or conservancy areas. Based on the recommendations of the 2006 Parks, Trails and Open Space Plan, it is possible to allocate specific demand for additional park areas proportionally to future development based on adopted population, household and employment projections. A Study completed by the City of Bloomington indicates that 90 percent of the demand for park land is generated by residential uses and 10 percent is attributed to commercial or industrial uses. On this basis, the following per capita and employment calculations are established for the 2006 Park, Trails and Open Space Plan:

City of Lakeville Parks, Trails and Open Space System Acreage Per Capita/Employment			
	2030 Proportional Acres	2030 Population/ Employment	Acres/ Capita or Employment
Residential	1,829ac.	88,800	0.021
Commercial/Industrial	203ac.	27,387	0.007
Source: 2006 Lakeville Parks, Trails and Open Space Plan, 2030 Comprehensive Land Use Plan, Metropolitan Council, TPC			

The per capita estimates for park land demand based on the 2006 Parks, Trails and Open Space Plan are translated to per household estimates below. The City estimates household sizes of 3.0 persons per household in single family dwellings and 1.9 persons per household for multiple family dwelling units based on 2010 Census data and Metropolitan Council projections.

City of Lakeville Parks, Trails and Opens Space System Acreage Per Household Type			
	Persons Per Household	2030 Per Capita Park Acreage	Acres/ Dwelling Unit (Share) (a)
Single Family	3.0	0.021ac.	0.063ac.
Multiple Family	1.9		0.040ac.
Source: 2006 Lakeville Parks, Trails and Open Space Plan, Metropolitan Council, TPC			

For commercial and industrial uses, the 2030 Land Use Plan projects development of 3,094.4 acres of such uses by 2030. The estimated density of employees in 2030 is therefore 8.85 employees per acre. Multiplying the estimated density of employees by the commercial/industrial per capita acreage demand of 0.007 equals a park dedication share of 0.06 per acre of development.

Proposed Land Dedication Requirements. Park dedication requirements are one tool the City has to implement the Parks, Trails and Open Space Plan. The decision as to whether a specific development is required to dedicate land is the City's and is based upon the search areas for future parks set forth by the 2006, Parks Trails and Open Space Plan. City staff would advise establishment of park dedication requirements utilizing the per residential unit or per employee share of the park system calculated above based on the 2006 Parks, Trails and Opens Space Plan as a means of implementing the system plan.

This method will allow for a consistent, proportional dedication of land for the planned expansion of the City's park system. The revised Subdivision Ordinance must retain flexibility to adjust park dedication requirements in consideration of the benefits of a proposed use to the City's park system (e.g. school playfields). Land dedication requirements would be determined based on the following formula for Acres/Housing Unit x Density = Ratio of Park Land / Acre of Development, then converted proportionally into a percentage for one acre of development and park (using low density residential land uses as an example):

$$\text{Share (a)} \times \text{density (b)} = \text{demand (c)}$$

$$\text{Demand (c)} / 1 \text{ ac.} = \% \text{ park dedication/ac. development (d)}$$

$0.063(a) \times 2.2 \text{ du/ac}(b) = 0.139\text{ac. park for each 1ac. of single family development}(c)$

$1.139\text{ac. single family and park } (c) / 1\text{ac.} = 12\% \text{ park dedication } (d)$

The following table reflects the per capita share for additional park land based on the 2006 Parks, Trails and Open Space Plan multiplied by density established by the 2030 Comprehensive Land Use Plan using the lowest density within the given range as the multiplier.

Land Use Plan – Residential Proposed Park Land Dedication Requirements					
2030 Land Use Plan			Share (a)	Demand (c)	% Park Ded/ Ac. of Development (d)
Land Use Category	Allowed Uses	Density (b)			
Low Density Residential	Single family dwellings	Less than 3.0 du/ac. (Average= 2.6du/ac)	0.063ac.	0.136ac.	12%
Low to Medium Density Residential	Single family, two family and detached townhouse dwellings	3.0 to 5.0 du/ac.	0.040ac.	0.120ac.	11%
Medium Density Residential	Two family dwellings, detached townhouse and quad or row townhouse dwelling units.	4.0 to 7.0 du/ac.	0.040ac.	0.160ac.	14%
Medium to High Density Residential	Detached townhouse, quad or row townhouse or back-to-back townhouse dwelling units.	5.0 to 9.0 du/ac.	0.040ac.	0.200ac.	17%
High Density Residential	Back-to-back townhouse and multiple family dwelling units.	More than 9.0 du/ac.	0.040ac.	0.360ac.	26%
Manufactured Home Park	Manufactured home dwelling units.	4.0 to 7.0 du/ac.	0.040ac.	0.160ac.	14%
Source: 2030 Comprehensive Land Use Plan, TPC					

The required land dedication for commercial and industrial development would be set at 6.0 percent of the developable land to be subdivided based on the proportional share for park land calculated above.

Proposed Cash Fee In Lieu of Land Dedication. The City may elect to receive payment of a cash fee in lieu of land for all or a portion of a specific development's park dedication requirement. City staff interprets the Statute provisions outlined above literally that the cash fee in lieu of land must be calculated specific to the amount of land to be dedicated and the value of the land required to be dedicated outlined in the following formula applicable to all land use types:

$$\text{Acres Required to Dedicate} \times \text{Land Value} = \text{Cash Fee In Lieu of Land}$$

The paragraphs above outline a methodology to determine park land dedication factor by land use to be used in the formula. The challenge that arises is determining a means of establishing land value to be used in the calculation. To this end, City staff has researched the following options to determine the method for establishing property value:

1. **Individual Appraisal.** Land value at its most basic definition is the price agreed to between a willing seller and willing buyer. Under this simple concept, actual sales data could be used to establish property value. However, the timing of sales for development parcels varies and would not be a reliable indicator of property value across the City. Determining if a sale value is a reliable indicator of market value is also problematic due to the number of distressed sales by banks, lenders or failed companies that have occurred during the market downturn which artificially has deflated property value. The actual market value of a specific property at the time of final plat approval can only be determined by commissioning preparation of a individual property appraisal.

The City may implement this process to determine the cash fee in lieu of land by contracting with an appraiser of its choice with the costs of the appraisal passed through to the developer. This approach would take additional time to complete during the final plat process, which may cause conflicts with the Statutory requirement for the City Council to act upon a final plat application within 120 days after receiving a complete application for final plat approval. This approach would also result in varied park dedication fees in lieu of land from plat to plat eliminating the ability of a developer to anticipate their costs for a project until such time as they are receiving final approvals. City staff recommends that a flat value be established for properties to provide consistency rather than the individual appraisal method.

2. **Dakota County Assessor Data.** The City has in the past utilized Dakota County Assessors data to establish base property values and trends in property value changes in determining park dedication fees in lieu of land. This approach is rational in that State law requires that property tax assessment values be based upon market value trends and be accurate within a reasonable percentage of market value. Furthermore, the size of the data base ought to provide for a more consistent analysis from year to year than does actual sale transactions.

However, review of current year Dakota County Assessors data finds wide variation in estimated property values between abutting parcels as well as across the City. This variation means use of Dakota County Assessors data on a specific per parcel basis would not result in an equitable park dedication requirement for the same type of land use for different parcels within the City. However, Dakota County Assessors data is an area wide evaluation of property values that could be averaged to provide a community wide estimate of property value. City staff remains concerned that the variation seen in current estimated property values of adjacent parcels reduces the accuracy of the data for the City's purposes in establishing a park dedication fee in lieu of land.

3. **Appraiser Consultation.** A third option City staff has discussed to establish property values for the purpose of calculating park dedication fees in lieu of land would be to obtain a consultation from an appraiser as to the values of undeveloped properties within the MUSA by Comprehensive Plan land use designation and land use type. This base value for five distinct land use categories would be used as a consistent factor in the formula to determine the cash fee in lieu of land for the various types of land use multiplied with the area of the land required to be dedicated. A mechanism would also be established for year-to-year adjustments in the base value with additional consultations from an appraiser sought when more significant changes in property values are believed to have occurred.

City staff believes that consultation with an appraiser as to community wide market values of properties within the MUSA based on land use designation would establish an accurate, consistent property value to be used as the basis for calculating park dedication fees in lieu of land. The consultation option would be anticipated to cost up to \$20,000 in fees from an appraiser. The process to complete a consultation on market values would also take approximately three months to complete.

4. **Market Value Percentage Adjustment.** City staff has established that there has been a consistent 38 percent reduction in Dakota County Assessor's estimated land values across properties from their peak prior to the economic slowdown to today. The following exhibit illustrates the decline in Assessors Market Value:

Property number	Assessors Est. Market Value Taxes Payable			
	2008	2012	Decrease	
22-00200-76-011	1,750,000	1,271,800	(478,200)	-38%
22-00800-01-011	375,400	272,900	(102,500)	-38%
22-00900-52-010	1,042,200	757,400	(284,800)	-38%
22-01200-02-010	1,224,200	889,700	(334,500)	-38%
22-01700-02-010	1,956,400	1,421,800	(534,600)	-38%
22-01700-25-020	745,300	540,500	(204,800)	-38%
22-01700-75-020	980,500	712,600	(267,900)	-38%
22-01800-06-012	2,481,200	1,803,200	(678,000)	-38%
22-02000-01-022	1,164,000	845,900	(318,100)	-38%
22-02000-01-040	752,000	546,500	(205,500)	-38%
22-02000-79-011	1,194,300	868,000	(326,300)	-38%
22-02100-30-011	534,100	388,200	(145,900)	-38%
22-02100-50-010	2,232,700	1,622,600	(610,100)	-38%
22-02300-75-013	885,000	643,200	(241,800)	-38%
22-02600-05-010	636,200	462,300	(173,900)	-38%
22-02700-26-010	3,485,100	2,532,800	(952,300)	-38%
22-02800-30-020	477,200	346,800	(130,400)	-38%
22-11995-00-060	1,734,500	1,260,500	(474,000)	-38%
22-38200-00-030	537,000	390,300	(146,700)	-38%
22-41600-00-030	302,700	220,000	(82,700)	-38%

As such, the park dedication fees in lieu of land for single family and multiple family development could be reduced by a corresponding amount to reflect changes in market conditions as the current fees were also established during the same peak period. This approach is rational in that is based on community wide changes in land value that provides consistent expectations for developers. The park dedication fees in lieu of land can also be adjusted annually on an as needed basis to reflect current market trends using this approach without the time and expense of the consultation option. Calculating the current park dedication fees in lieu of land based on a 10% land requirement and applicable density guided by the Comprehensive Land Use Plan, reducing this amount by 38 percent and then again multiplying by the applicable land dedication requirement equals the following cash fees in lieu of land:

Single Family Lot: \$3,532/lot

Based on input from the Economic Development Commission, City staff further reviewed the park dedication fees applicable to attached dwelling units. Adjustments were made to reflect the dedication percentage applicable to medium density townhouse units and the development density of multiple family developments to establish separate fees for each land use type:

Townhouse:	\$2,403/du
Multiple Family:	\$1,824/du

Specialized Housing. The City completed a study of park dedication requirements applicable to senior housing in 2007. The study concluded that from a land use perspective, it is reasonable to make a distinction between senior housing accommodating active adults within independent living, housing with services and more institutional care facilities such as nursing homes relative to other types of residential uses. The City implemented a weighted dedication requirement for senior housing as follows:

- Independent living facilities are considered the same as multiple family residential dwellings for the purpose of park dedication requirements based on the number of proposed units at the time of final plat approval.
- Housing with services with less than 24/7 care programs shall be considered the same as multiple family residential dwellings for the purpose of park dedication requirements except that each dwelling unit is calculated for the purpose of density and/or cash fees in lieu of land paid on a per unit basis at a rate of 1= 0.25.
- Housing with services providing 24/7 care programs and nursing home facilities are exempt from park dedication requirements.

CONCLUSION

The Planning Commission will hold a public hearing on 24 May 2012 to consider amendments to the Subdivision Ordinance modifying the City's park dedication requirements. City staff recommends amending the Subdivision Ordinance to modify the land dedication requirements for new subdivisions based on the percentages of park land dedication needed for every one acre of development in order to implement the 2006 Parks, Trails and Open Space System Plan as outlined herein. City staff further recommends adjusting the park dedication fees in lieu of land based on the percentage change in market value approach to yield a fee consistent with the goals of the Comprehensive Plan and the requirements of State Statute based on the best information available.

- c. Steven Mielke, City Administrator
 Roger Knutson, City Attorney
 Dennis Feller, Finance Director
 Daryl Morey, Planning Director
 David Olson, Community and Economic Development Director

Single Family Fee

Peak Fee: \$4,747/lot
2006 Housing Units: 13,232
2006 Acreage: 5,084.79
2006 Density: 2.6 du/ac.

Peak Fee:

Land Value per acre (V) x 10% dedication / 2.6 du/ac. = \$4,747 fee/lot

V = \$123,422/ac.

Value Based on Decline from Peak:

\$123,422/ac. x 38% reduction in value = \$76,522/ac.

Proposed Fee:

\$76,522/ac. x 12% dedication / 2.6 du/ac. = \$3,532 fee/lot

Townhouse/Multiple Family Fee

Peak Fee: \$4,153/lot
2006 Housing Units: 4,277du.
2006 Acreage: 567.86ac.
2006 Density: 7.5 du/ac.

Peak Fee:

Land Value per acre (V) x 15% dedication / 7.5 du/ac. = \$4,153 fee/lot

V = \$207,650/ac.

Value Based on Decline from Peak:

\$207,650/ac. x 38% reduction in value = \$128,743ac.

Proposed Fee:

Townhouse: \$128,743/ac. x 14% dedication / 7.5du/ac. = \$2,403 fee/du

Multiple Family: \$128,743/ac. x 17% dedication / 12du/ac. = \$1,824 fee/du

ORDINANCE NO. _____

CITY OF LAKEVILLE
DAKOTA, COUNTY, MINNESOTA**AN ORDINANCE AMENDING TITLE 10 OF THE
LAKEVILLE CITY CODE, THE SUBDIVISION ORDINANCE**

THE CITY COUNCIL OF THE CITY OF LAKEVILLE, MINNESOTA ORDAINS:

SECTION 1. Section 10-4-8(h) of the Lakeville City Code is amended to read as follows:

Request For Change: The dedication and cash contribution requirements are presumptively appropriate. A subdivider may request a deviation from the presumptive requirements based upon the anticipated impact of that particular subdivision or average land values for the category of land being subdivided. The request must be made before final subdivision approval by the city

SECTION 2. Section 10-4-8(l) of the Lakeville City Code is amended to read as follows:

Residential Subdivisions: In residential subdivisions where a land dedication is required, the following formula will be used to determine the dedication requirement:

Density: Units Per Acre	Land Dedication Percentage Based Upon Buildable Land
0 — 2.5	10 percent
2.5 — 4	11 percent
4 — 6	13 percent
6 — 8	15 percent
8 — 10	17 percent

- 10+	- 17 percent - 20 percent
-------	---------------------------

Category	Units Per Acre	% Park Ded./Acres of Development
Low Density Residential	Less than 3.0	12%
Medium Density Residential	More than 3.0 to 9.0	14%
High Density Residential	More than 9.0	17%

Formatted: Indent: Left: 0.38", Tab stops: 0.38", Left + Not at 0.5"

In commercial or industrial subdivisions where a land dedication is required the following formula will be used to determine the dedication: sixFive percent (65%) of the buildable land being subdivided.

SECTION 3. Section 10-4-8(J) of the Lakeville City Code is amended to read as follows:

- J. In lieu of park land dedication the city may require the developer to submit a cash fee according to the Park Dedication Fee Schedule adopted by Ordinance, following cash contribution:

Commercial \$7,693 per acre

Industrial \$4,558 per acre

High Density Residential \$1,824 Per Dwelling Unit
Per dwelling Unit

Medium Density Residential Multi-family dwelling units \$4,1532.403
Per Dwelling Unit

Low Density Residential Single-family dwelling units \$4,7473.532
Per Dwelling Unit

SECTION 4. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this _____ day of _____, 2012, by the City Council of the
City of Lakeville, Minnesota.

CITY OF LAKEVILLE

BY: _____
Mark Bellows, Mayor

ATTEST:

Charlene Friedges, City Clerk

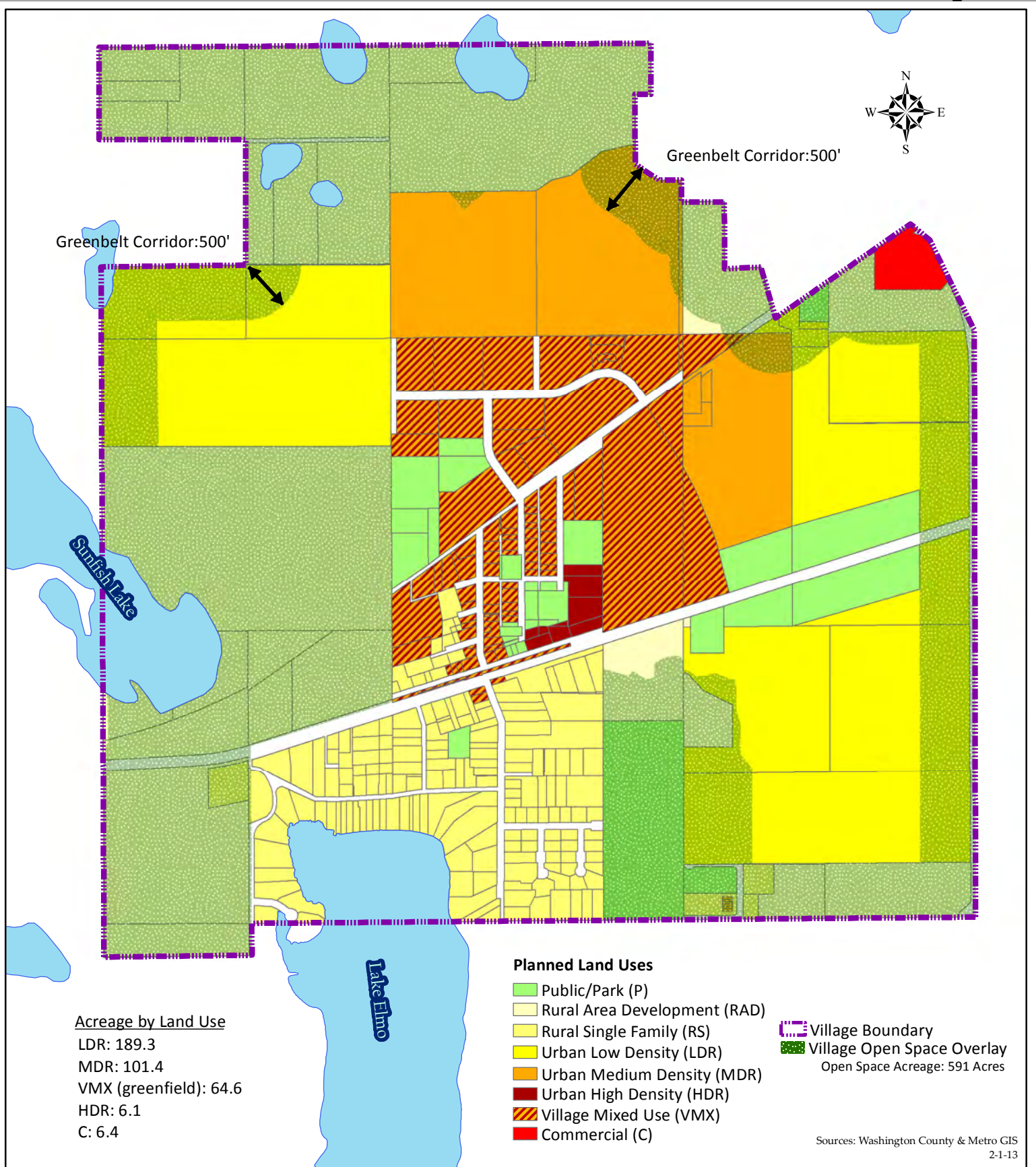
**Park Dedication Fee Survey
October - 2011**

SINGLE FAMILY

Rosemount	\$85,000/acre
Farmington	Varies -- Appraised value /acre
Shakopee	\$5,340/unit
Lakeville (current)	\$4,747
Apple Valley	\$4,584
Savage	\$3,591
Eagan	\$3,558 (\$3,308 for Park; \$250 for Trail)
Lakeville (proposed)	\$3,532
Burnsville	\$2,860

MULTI FAMILY

Farmington	Varies -- Appraised value /acre
Rosemount	No category
Shakopee	\$4,450/unit
Lakeville (current)	\$4,153
Savage	\$3,591
Eagan	\$3,558 (\$3,308 for Park; \$250 for Trail)
Burnsville	\$3,450
Lakeville (proposed)	\$2,918
Apple Valley	\$2,841



Village Planned Land Use

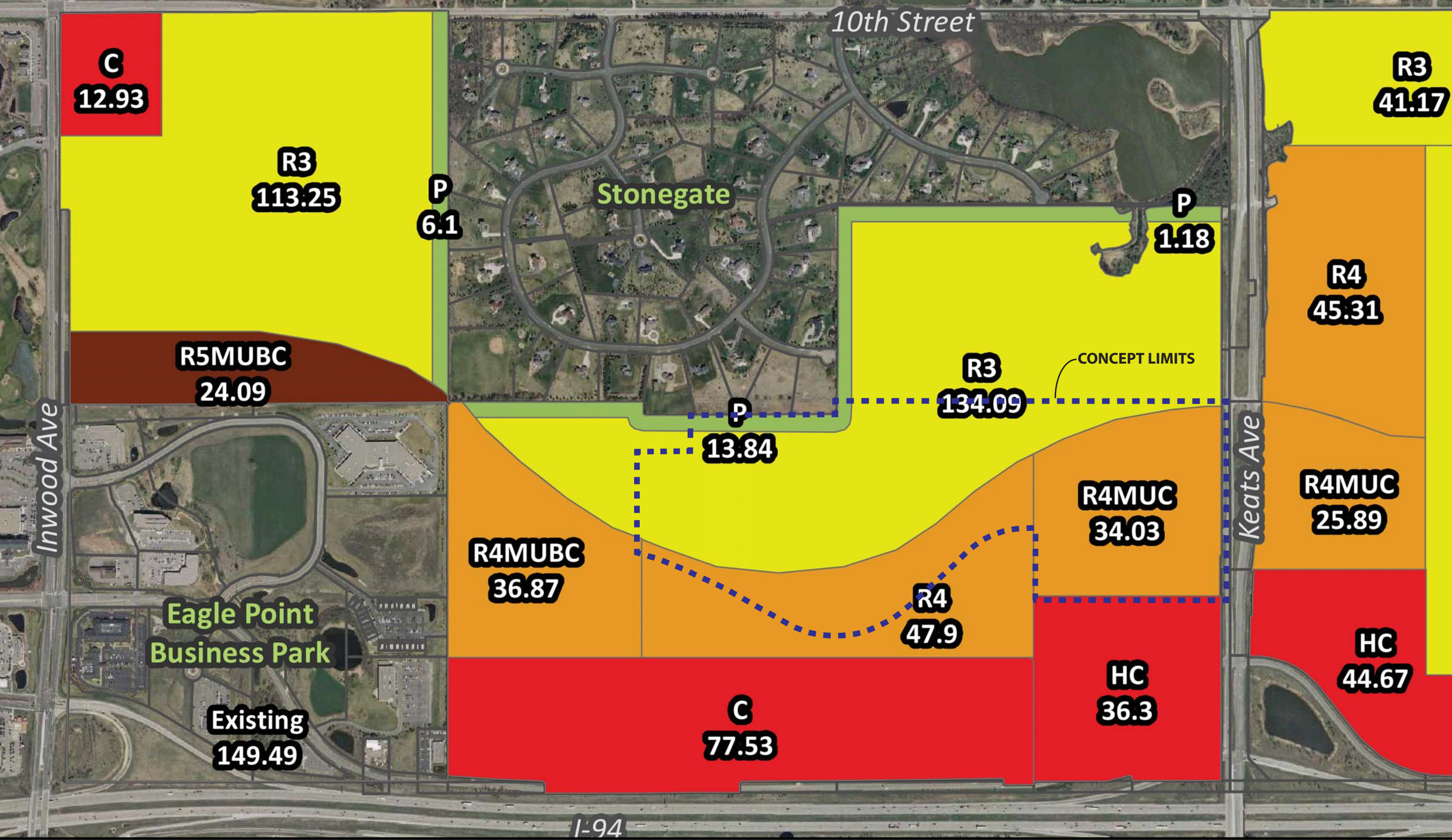
Lake Elmo Comprehensive Plan 2030



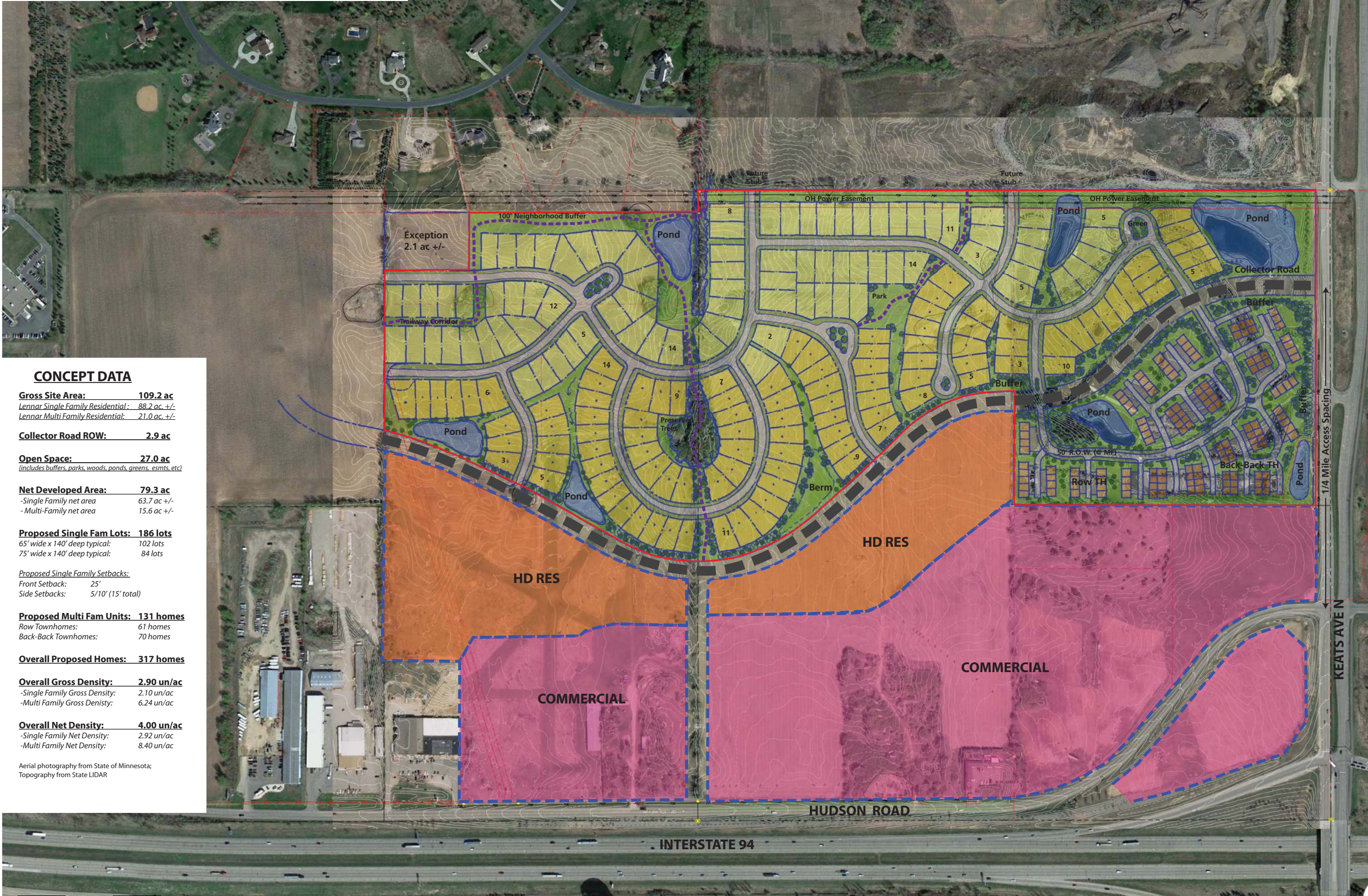
EXISTING CONDITIONS PLAN



CITY OF LAKE ELMO - COMPREHENSIVE PLAN



CONCEPT SKETCH



CONCEPT DATA

Gross Site Area: 109.2 ac
Lennar Single Family Residential: 88.2 ac +/-
Lennar Multi Family Residential: 21.0 ac +/-

Collector Road ROW: 2.9 ac

Open Space: 27.0 ac
(includes buffers, parks, woods, ponds, greens, esmts, etc)

Net Developed Area: 79.3 ac
-Single Family net area 63.7 ac +/-
-Multi-Family net area 15.6 ac +/-

Proposed Single Fam Lots: 186 lots
65' wide x 140' deep typical: 102 lots
75' wide x 140' deep typical: 84 lots

Proposed Single Family Setbacks:
Front Setback: 25'
Side Setbacks: 5/10' (15' total)

Proposed Multi Fam Units: 131 homes
Row Townhomes: 61 homes
Back-Back Townhomes: 70 homes

Overall Proposed Homes: 317 homes

Overall Gross Density: 2.90 un/ac
-Single Family Gross Density: 2.10 un/ac
-Multi Family Gross Density: 6.24 un/ac

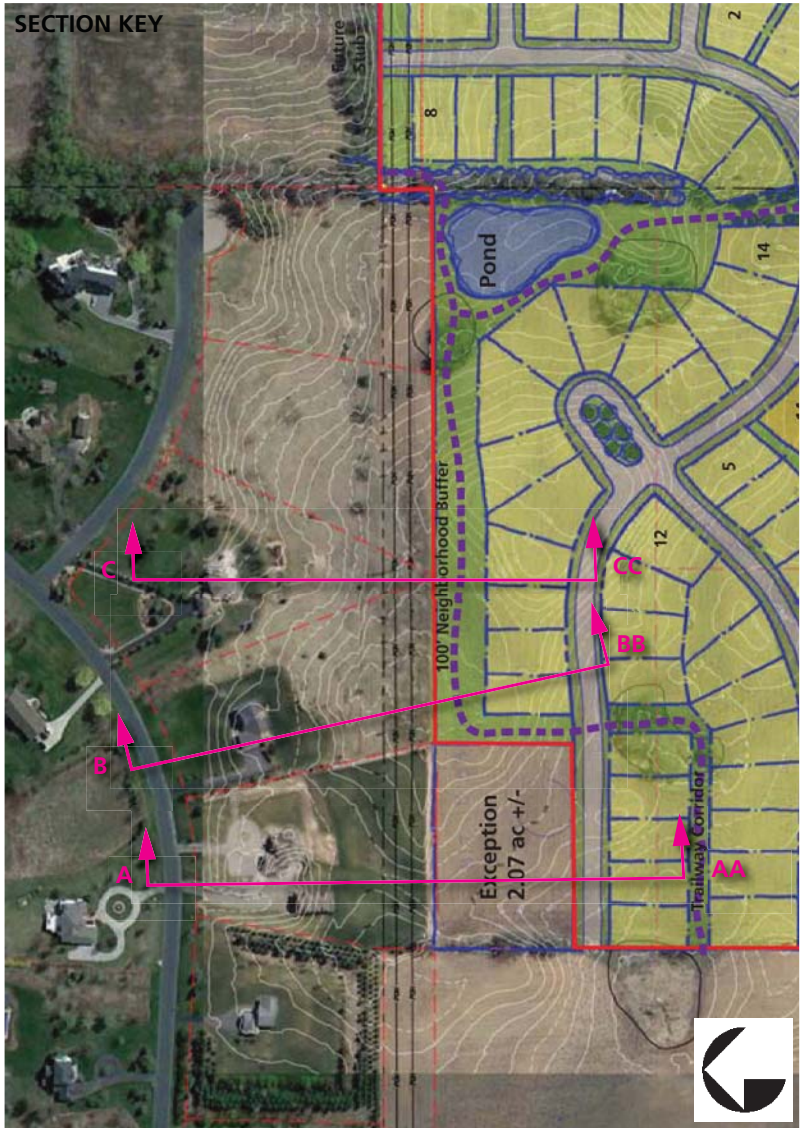
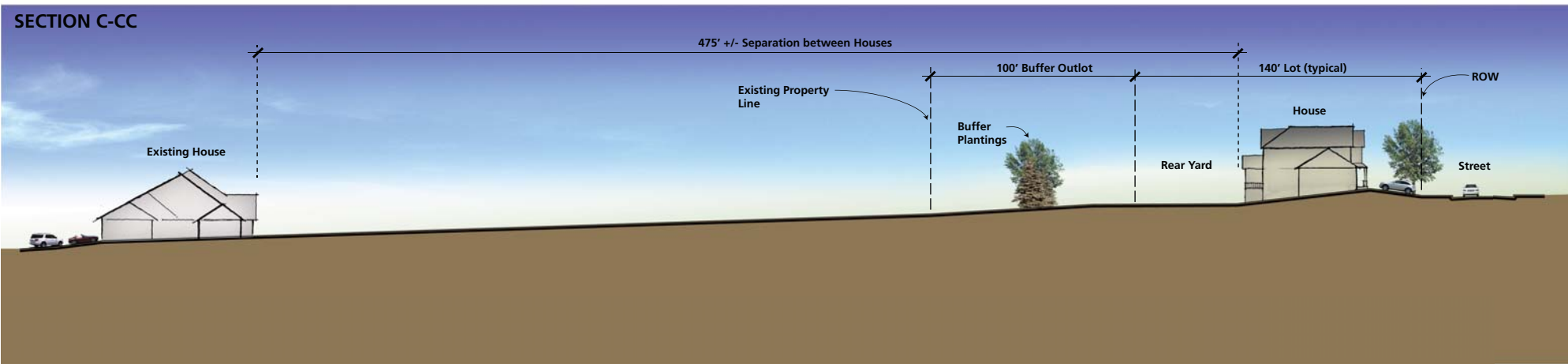
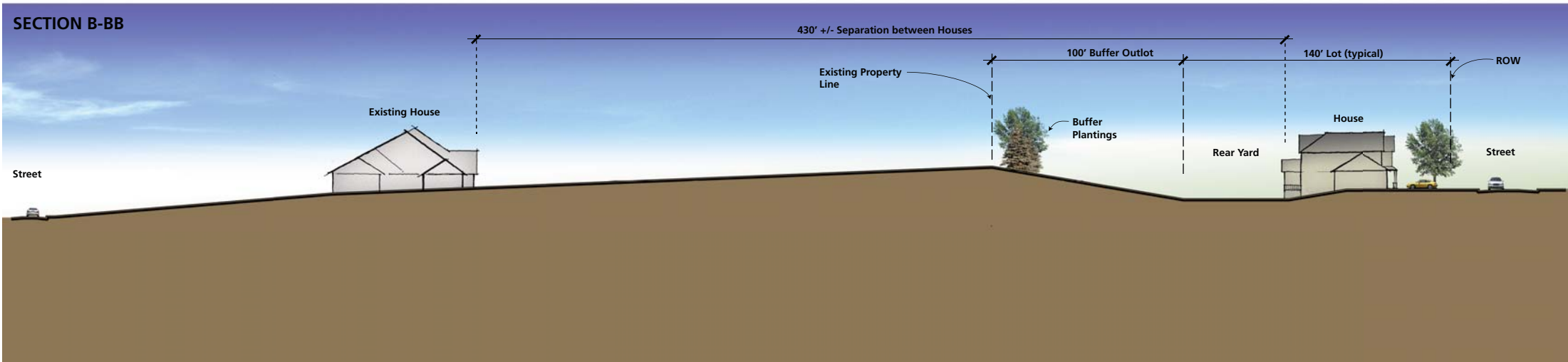
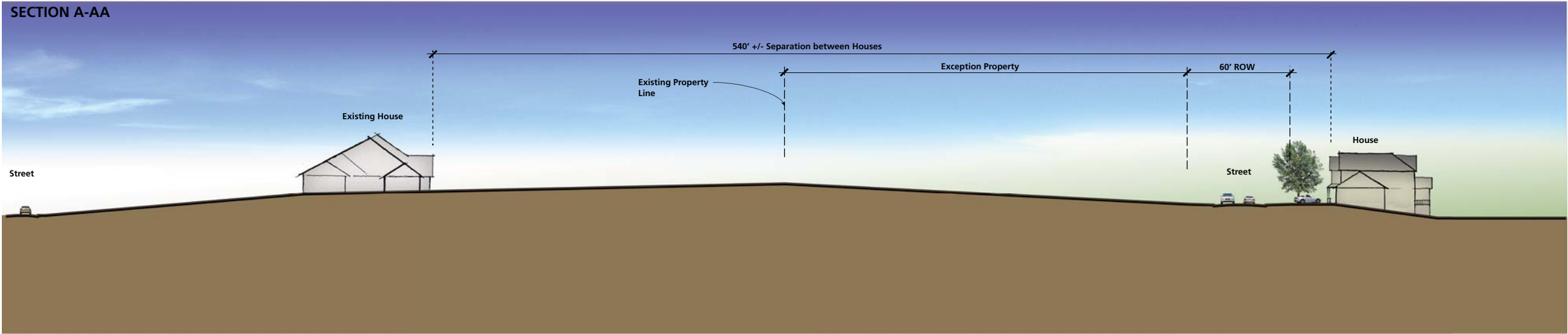
Overall Net Density: 4.00 un/ac
-Single Family Net Density: 2.92 un/ac
-Multi Family Net Density: 8.40 un/ac

Aerial photography from State of Minnesota;
Topography from State LIDAR

DALE & FRANDSEN PROPERTIES
LAKE ELMO, MN



BUFFER SECTIONS - STONEGATE NEIGHBORS



NO SCALE



11-21-2012
CLM - 20121161.00

DALE & FRANDSEN PROPERTIES
LAKE ELMO, MN

MULTI - FAMILY DETAIL

Multi-Family District

Proposed Development Standards

Proposed Setbacks (minimums):

Setback to Internal ROW:	25'
Setback to Keats Ave:	50'
Setback to Parkway:	40'
Setback to Adjacent Property:	30'

Separation - Building to Building	25' typ
Private Drive Street Width	24' typ. (bb)
Private Driveway length	22' min.
Min. setback to private street (side)	20' min.
Off-street Guest Parking required	0.25 per unit

Proposed Multi Family Units: 131 homes

Row Townhomes:	61 homes
Back-Back Townhomes:	70 homes

Multi Family Gross Density:	6.24 un/ac
Multi Family Net Density:	8.40 un/ac



Landscaped Buffer & Potential Berm

CLM
11-19-2012



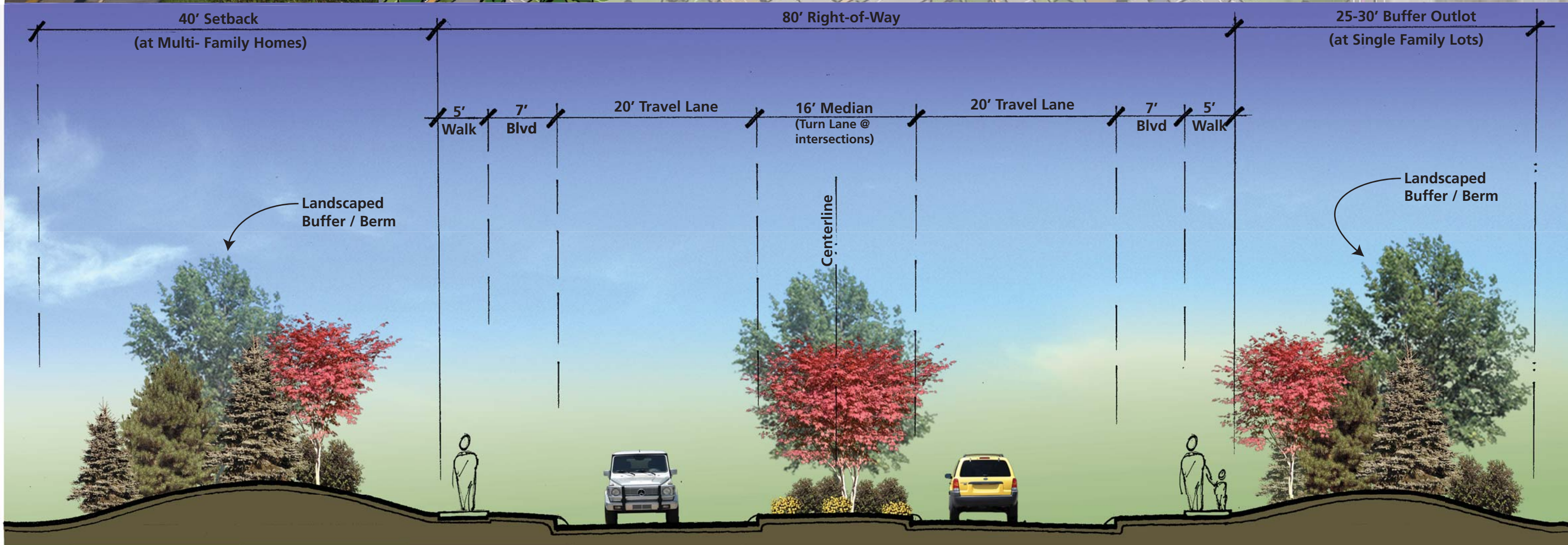
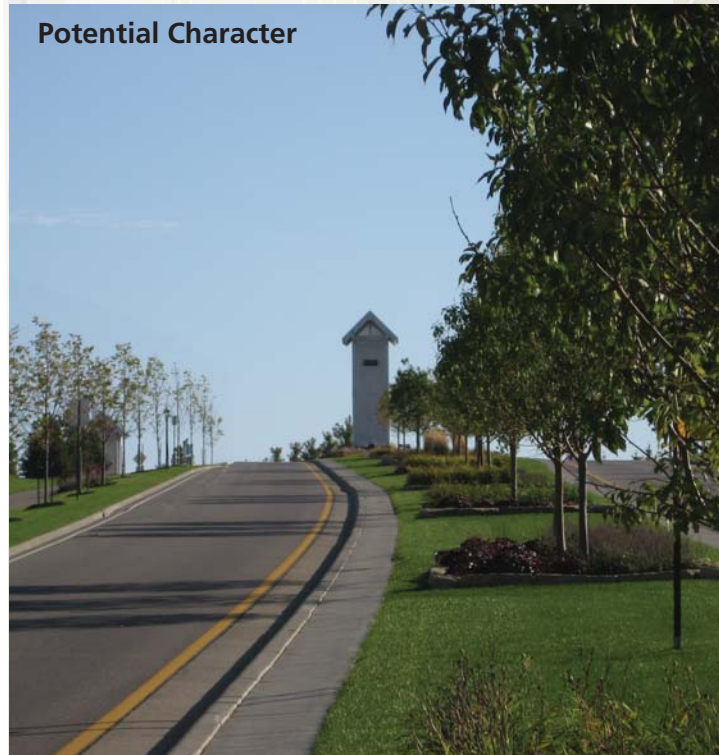
LENNAR

DALE & FRANDSEN PROPERTIES

LAKE ELMO, MN



COLLECTOR PARKWAY DETAIL



CLM
11-2012



LENNAR

DALE & FRANDSEN PROPERTIES
LAKE ELMO, MN

0' 10' 20' 30'



The City of Lake Elmo: Parks and Recreation Study

February 7, 2013

Prepared for:

Dean Zuleger, Administrator
City of Lake Elmo
3800 Laverne Ave. N.
Lake Elmo MN, 55042
dzuleger@lakeelmo.org
651.233.5401

Prepared by:

Maureen Reynosa-Braak
VP, ISG
2626 E. 82nd St. Suite 200
Bloomington, MN 55425
zfeinstein@isgm.com
952.277.0163

Table of Contents

About ISG	3
Statement of Qualification	4
Organizational Profile	5
Project History	6-7
References	8
Statement of Work	9-11
Estimated Fees	12
Additional Information	13
Terms and Agreement	14

About ISG

Information Specialists Group (ISG) is an independently-owned, full-service market research firm based in the Twin Cities. Founded in 1996 by the current president, Robert McGarry Jr., the firm began with a specialization in data collection. Since then, the company has grown steadily by fostering strong client relationships based on credibility, expertise and trust. Responding to ongoing client demand, ISG has developed full-service capabilities over time – recruiting an exceptional team of research professionals with diverse professional experience and a common commitment to providing outstanding client service. Today ISG maintains a leadership position in data collection capability, but also offers a complete range of research services and strategic consultation – delivering turnkey solutions for a broad base of clientele across a wide variety of industries.

The ISG philosophy is simple – who we are and who we can become is defined by the level of success we can help our clients achieve. Whether they're in for-profit or non-profit organizations, public or private sector, we are committed to helping our clients:

- Navigate their complex and dynamically changing marketplaces with greater ease, clarity and confidence.
- Discover more about and get closer to the people and information that hold the keys to their business survival and growth potential.
- Learn where the strengths in their current business model lie and where to focus on change.
- Develop products, services and relationships based on customer insight.
- Establish and sustain competitive advantage.
- Realize efficiencies in process, operations, development and communication.

Our approach requires strategic evaluation of client issues and objectives, clearly defining needs and integrating the appropriate mix of quantitative and qualitative methodologies to ensure optimal outcomes that consistently exceed expectations.

We are committed to progressive innovation in practice by expanding on service capabilities as new research means and methods emerge. In addition, we are continually building on our infrastructure with resources such as our full-time call center, data collection facility and opt-in research panels – allowing us to provide a level of project efficiency and quality control that other firms cannot match.

As a team, we look forward to the opportunity to bring these qualities to your project and to your organization.

Statement of Qualification

Over the years, ISG has earned the business and loyalty of numerous public sector and non-profit clients, including:

- Barbara Schneider Foundation
- Governor's Council on Developmental Disabilities
- League of Minnesota Cities
- Metropolitan Council
- Minneapolis Department of Public Health and Family Support
- Minnesota Department of Health
- Minnesota Department of Transportation
- Minnesota Society of Certified Public Accountants
- Minnesota Schubert Performing Arts Center (now Cowles Center for Dance and Performing Arts)
- New Hampshire Department of Health and Human Services
- Olmsted County
- Ramsey County
- Three Rivers Parks District
- Twin Cities Diversity in Practice
- UCare
- University of Minnesota
- University of New Hampshire
- Washington County

Our call center is equipped with 45 stations and a survey administration capability to complete over 1,000 surveys per day. Last year, our company surveyed over 100,000 people across the US on behalf of 65 different client organizations. Sizes of our survey projects have ranged from less than 100 completes required to more than 15,000.

To ensure that all populations are represented in the survey, bilingual interviewers are available to administer phone interviews.

ISG is a member of The Marketing Research Association (MRA), The American Marketing Association (AMA) and the American Association for Public Opinion Research (AAPOR).

ISG uses the following software resources for managing surveys and for constructing and managing databases:

- WinCati
- CI3
- SSI
- Sensus
- Access
- Excel
- SPSS

Organizational Profile

Lead Consultant: *Zachary Feinstein, Director of Quantitative Research*

Zach Feinstein has had over 15 years of experience working in the Marketing Sciences, serving clients across a broad range of industries. Prior to joining ISG, Zach held leadership roles for companies such as Hall & Partners, Nielsen/BASES and Harris Interactive. He has a highly consultative and collaborative approach to client service, leveraging prior teaching experience to simplify complex concepts and help clients understand the value of incorporating advanced analytics into their studies. Zach brings specialized expertise at prescribing and applying methodologies pertaining to segmentation, path analyses, conjoint analyses, and various forms of both stated and statistical importances. Zach has an ABD PhD in psychometrics from the University of Minnesota and a B.A. in psychology from Kent State Honors College. Zach will lead the sampling and study design, data analysis and reporting.

Lead Consultant: *Maureen Reynosa-Braak, Vice President*

Maureen leads the consulting practice at ISG with extensive experience in the design and fulfillment of primary and secondary studies across a variety of B-to-B, B-to-C, for-profit and non-profit organizations. Her studies cover the gamut from brand, new market and product development research to voice of customer, advertising testing and website usability testing. Over the years Maureen has developed a strong specialization in public sector-related research, conducting numerous studies that have led to the successful development of new products, service offerings, communication strategies and market expansions. She graduated from the College of St. Catherine with a B.A. in information management and communication. Maureen will contribute to the study design, project oversight, analysis and reporting.

Project Team Members

Danelle Gorra, Sr. Account Manager (Project Management)

Darren Alick, Operations Manager (Recruitment and Data Collection Oversight)

Call Center Staff (Participant Recruitment and Telephone Survey Fulfillment)

Project History

Metropolitan Council – Twin Cities Regional Parks Survey

ISG designed and fulfilled a research study to help the City of Saint Paul Division of Parks and Recreation achieve a statistically valid public opinion survey of City Park Services. The methodology used to reach desired populations was a mixed-mode survey, using telephone and mail. The primary objective of the study was to help the client evaluate public opinion for three separate demographics: the Saint Paul demographic, the metro area demographic, and the state demographic. Additional objectives included:

- Identify perceptions and opinions of services offered by Saint Paul Parks and Recreation.
- Identify important factors in people's decisions about where they spend their leisure time.
- Measure the public's perception about the availability of leisure activities in their area.
- Measure the use of specified facilities and opportunity amongst various demographics and places of residence.
- Measure interest in future projects.
- Understand the public's preference toward appropriation of funds.

Three Rivers Park District Website Development Testing

Prior to joining ISG, Maureen Reynosa-Braak designed and conducted a study to test creative concepts and usability of a new Three Rivers Park District website with heavy park user segments. The purpose of the research was to prioritize service positioning and messaging and to streamline navigation to improve awareness and utilization of paid park services and events.

Focus groups were held to test creative, and usability testing was achieved through one-on-one tests. The research demonstrated a number of opportunities to improve creative concepts, ultimately combining aspects from five concepts into one hybrid approach. Park users provided great direction toward addition and elimination of web pages, and helped refine the content to be more relevant to their needs and site use. Participants also identified many ways to improve navigation and streamline event registration and payment processes.

Susan DeSimone – Olmsted County Attitudinal Tracking Study

ISG was asked to provide a bid for an attitudinal tracking study in Olmsted County (one wave pre/one wave post) to determine the effect of the media campaign/program that was designed to increase the percentage of people in those communities who believe that "eating healthy foods and increasing physical activity are important health issues requiring community action." The study incorporated questions to elicit attitudes and behaviors toward outdoor activity, sense of safety and opinions about available resources in the community.

Clarity Coverdale Fury – Metro Transit Rider Survey

Clarity Coverdale Fury, on behalf of Metro Transit, contracted ISG to design and conduct the bi-annual survey of current riders in order to identify commuter perceptions, attitudes and behaviors and measure how those may change over time. To reach desired demographics, paper surveys were provided to bus drivers, light rail and Northstar Metro Transit employees for rider distribution. Mail surveys were also sent. Study objectives included:

- Measure the system-wide Metro Transit customer service and satisfaction levels.
- Capture data from the three audiences: bus, light rail, and Northstar riders, to gauge usage patterns and commuter behavior, what triggered public transit usage, and collect specific lifestyle/personality metrics.

- Measure usage of various forms of public transportation and potential for change.
- Compare current year data against previous performance to gain insight on commuter trends and changes.
- Identify opportunities for marketing communication to impact perceptions and behavior.

Minneapolis Dept. of Public Health and Family Support – Minneapolis Nutrition Survey,

The 2008 Minneapolis Nutrition Opinion Survey was led by Rob Daves and administered by ISG for the Minneapolis Department of Public Health and Family Support. The purpose of the study was to provide guidance for the city health department by understanding residents' opinions about food labeling in restaurants. Of the approximately 1,700 households called, 600 completed interviews, providing an estimated response rate (AAPOR RR3) of 31 percent. Fewer than 300 households refused the survey, providing a cooperation rate (AAPOR COOP3) of 67 percent. Weighting was accomplished using sample balancing, a special iterative sample weighting program that simultaneously balances the distributions of all variables.

Metropolitan Council – Annual Residents Survey

The Metropolitan Council has contracted ISG to administer their annual survey of metro area residents since 2006. The survey is designed to objectively measure metro residents concerns and attitudes. The survey is administered to a random sample of approximately 1,500 residents in the seven county metropolitan area. Since 2009 the survey has included a cell phone sample as well address-based sampling (ABS). The study design is a mixed mode methodology and the sample is stratified to provide balanced numbers in four geographic sectors. The survey is administered in English and Spanish. Survey results have a margin of error of plus or minus three percent.

UCare – Medicare Benefits Research in Western Wisconsin

ISG designed and fulfilled a quantitative survey for UCare to support development of a new product, UCare for Seniors, in the Western Wisconsin market. ISG conducted 668 telephone interviews with individuals residing in 26 western Wisconsin counties who were Medicare eligible or becoming Medicare eligible in the coming 12 months. Those participating in the phone survey were also invited to participate in an online survey. Of the 668 respondents that participated by phone, 496 also completed an online survey that included a conjoint exercise. Conjoint analysis was used to measure price sensitivity and preference for benefit levels. The study goals included:

- Evaluate price sensitivity of four UCare plans offered under the UCare for Seniors (UFS) umbrella and identify major consumer decision-making factors.
- Identify the most attractive benefits in the four UFS plans.
- Evaluate if preference is driven by plan design, price point, or physician network selection.
- Understand demographic differences in UCare members as compared to major competitors.

Client References

Rob Rankin

Vice President, Director of Brand Development
Clarity Coverdale Fury (Contracted ISG for two Metropolitan Council rider studies)
120 S. 6th St.
Minneapolis, MN
612.359.4389
rankin@ccf-ideas.com

Mary Elizabeth Berglund

Environmental Health Supervisor, Community Involvement Unit at Ramsey County
651.266.1125
maryelizabeth.berglund@co.ramsey.mn.us

Libby Starling

Manager of Regional Policy and Research
Metropolitan Council
390 Robert Street North
Saint Paul, MN 55101
651.602.1135
libby.starling@metc.state.mn.us

Robert Daves

Principal – Daves and Associates
Past President – The American Association for Public Opinion Research (AAPOR)
5412 Hampshire Drive
Minneapolis MN 55419
612.710.2626
robdaves@yahoo.com

Statement of Work

The City of Lake Elmo has requested a proposal to conduct research that will provide them with a better understanding of current park usage and opportunities for increasing park usage.

This proposal outlines the recommended research approach, specific activities and associated costs.

Research Objectives

- Measure current usage of parks, open spaces and trails.
- Identify unmet needs of residents as they relate to the park system.
- Identify key barriers to using the park system.
- Assess the appeal of existing services as well as any expanded services or ideas that may be under consideration.

Recommended Approach

Quantitative Telephone Survey

ISG recommends a 15-minute telephone survey of 500 Lake Elmo residents. The project is expected to take 4-6 weeks to complete.

Specific Activities and Deliverables

Planning

Planning involves an initial kick-off session between ISG and The City of Lake Elmo park survey subcommittee, where mutual expectations and responsibilities will be agreed upon with project timeline and key milestones defined. ISG will provide the team with a project schedule after the kick-off meeting. The City of Lake Elmo team will also provide ISG with any relevant research conducted to date that would help inform the study development. ISG assumes one meeting for the kick-off and periodic conference calls for status updates and design collaboration.

Study Design

ISG will design the study, including the recruitment screener and survey instrument, with feedback and approval from the City of Lake Elmo team. This estimate assumes that the survey would include two open-ended questions.

Recruitment

The survey will be conducted via telephone using purchased sample. ISG has an in-house, experienced interviewing team who will conduct the survey and collect the data.

ISG assumes the sample to be The City of Lake Elmo general population of adults age 18 and over. Additional screening requirements may impact recruit complexity and subsequently increase costs. ISG will provide a revised bid if there are substantial changes to requirements.

Fielding the Study

ISG will program the survey and conduct telephone interviews. Individuals will be screened through a series of qualifying criteria questions.

Analysis and Reporting (Optional)

The City of Lake Elmo has stated that only a data set is required as a deliverable. However, ISG is including the option of analysis and reporting in this estimate. If this service is selected, ISG will analyze the data and create a comprehensive report. The report will include key findings and actionable recommendations, as well as tables and graphs of detailed findings.

Presentation (Optional)

If analysis and reporting is selected, ISG will meet with members of the project team to present findings, discuss implications and answer any questions.

Deliverables:

- Screener (Microsoft Word).
- Survey instrument (Microsoft Word).
- Data set and one banner (Microsoft Excel)
- Report (Optional – PowerPoint).
- Presentation of findings and recommendations (Optional – abbreviated PowerPoint).

Estimated Fees*

The following table describes activities, expenses and timeline associated with the proposed research. The approach and associated costs may be modified as deemed appropriate by the City of Lake Elmo and ISG upon further discussion of project expectations and budget requirements.

Research	Activities and Fees	Total Cost for 15-minute Survey	Timeline
Telephone Survey n=500	<ul style="list-style-type: none"> - Planning (\$600) - Screener development (\$400) - Sample (\$1,200) - Survey development (\$4,500) - Program survey (\$750) - Conducting interviews - 500 @ \$24/per (\$12,000) - Data set with one banner (\$1,200) - Optional analysis and reporting (\$6,500) - Account management (\$400) - Optional coding 2 open-ended questions - 1000 @ \$.65/per (\$650) - Optional findings presentation (\$600) 	<p>\$21,050 (data set deliverable)</p> <p>-</p> <p>\$28,800 (data set, full report and presentation)</p>	4-6 weeks

**These fees are an estimate based on general assumptions of scope. Estimates and timelines are subject to change if scope or requirements change.*

Additional Information

Equal Opportunity Compliance

It is ISG policy to provide Equal Employment Opportunity (EEO) for all applicants, employees, contractors and/or customers. ISG prohibits unlawful discrimination based on race, color, creed, religion, sex, national origin, age, marital status, disability, sexual orientation, status with regard to public assistance, or any other basis prohibited by local, state, or federal law.

ISG Quality Assurance

Data accuracy and integrity are integral to developing lasting relationships with clients and to our long-term success. We are committed as a company to maintaining the highest possible quality standards. As proof of our dedication to providing error-free study fulfillment and results, we have developed a comprehensive quality assurance program led by our quality assurance manager. To ensure standards are met for every project, all ISG employees undergo rigorous, ongoing quality training. In the event that a systematic error is discovered, ISG will notify the client within 24 hours, correct the error at no cost to the client and provide documentation of the error occurrence and correction.

Data Security

ISG takes extensive measures to secure and protect computer servers and databases from unauthorized access to information, such as firewalls, password protection and off-site storage of back-up files. We ensure that all records will be secure and protected while in our possession and during transmission, and that records will not be used for any purposes other than what is specified by our client. In addition to these measures, ISG adheres to the Code of Standards and Ethics for Survey Research established by the Council of American Survey Research Organizations (CASRO).

Client Involvement

Clients are encouraged to actively participate in the research process. We believe that client involvement deepens the sense of mutual satisfaction with the study and outcomes. We welcome client visits to our offices any time during the project, and offer the option to easily observe study operations throughout the project.

Terms

- Initial invoice issued upon signature for work contract at 50% of estimate.
- Remaining billing is done at actual costs, net 10 days.
- Estimate is valid for 30 days.
- Any additional costs for couriers, transcriptions, video, etc. are billed at actual.
- Any outstanding invoices not paid by date due that are not in dispute are subject to an interest charge of 1.5% per month (effective from the invoice date) of the balance overdue and any additional fees and expenses incurred in the collection process, including reasonable attorney fees.

Agreement

Yes, the City of Lake Elmo accepts this estimate and agrees to work with ISG in accordance with the proposal. Please sign and fax to: Attn: Maureen Reynosa-Braak: 952.942.0747 or scan and email to mreynosa-braak@isgmn.com.

Client Signature: _____

Date: _____

Please Print Name: _____

Thank you, ISG looks forward to the opportunity to partner with you on this project!

Mike Bouthilet

From: Dean Zuleger
Sent: Monday, February 11, 2013 9:51 AM
To: Michael Pearson (mikepearson1965@yahoo.com); jwbloyer@aol.com; annejsmith@msn.com; Wally; nikkipark@comcast.net; David K. Snyder (David@johnsonandturner.com)
Cc: Adam Bell; Alyssa MacLeod; jack.Griffin@Focusengineeringinc.com; Kyle Klatt; Mike Bouthilet; William Hutton; cheri.dexter@co.washington.mn.us; Greg Malmquist
Subject: Workshop Schedule - Please Place on Calendar

To All:

Here is the Council Workshop Schedule Through July:

The Cost of Balance Growth – February 28th
Sewer Service to the Old Village – March 12th
Street Infrastructure Planning – April 9th
Joint Council – EDA Workshop on Growth Tools – May 14th
Lake Elmo Park & Trail Plan – June (provided the Survey is Completed) – June 11th
Pre-Budget Public Safety Overview – July TBD

Other workshops may be necessary based on need.

All will be televised....

Respectfully,

Dean A. Zuleger
City Administrator
City of Lake Elmo, MN
651-233-5401 (Direct)
651-335-9805 (cell)
dzuleger@lakeelmo.org

“When the sun sets on your life, may it be said that you have made a difference”

Mike Bouthilet

From: Margo Bruchu [mbruchu@comcast.net]
Sent: Wednesday, February 06, 2013 11:31 PM
To: Mike Bouthilet; Adam Bell
Cc: Todd Bruchu
Subject: Lake Elmo Park Use Policy

Follow Up Flag: Follow up
Flag Status: Flagged

Adam / Mike,

Attached are my suggestions to make the Park Use Policy more workable for us.

Main Suggestions:

1. Omit the 2 hour and 10 day clauses. They are confusing and would be a logistical nightmare. So we reserve the fields in advance, schedule our games and practices, then turn back any un-scheduled times to the city at least 48 hrs. prior to the reserved time.
2. Concession Sales are permitted for non-profit organizations like Lake Elmo Baseball or Lake Elmo Jaycees. In our case, this is for small town baseball atmosphere. It's for fun, not money.
3. Omit the time restrictions on Shelters. Again, it is confusing and creates more work than it's worth.

If it's money you're looking for, then charge us an administrative fee. Example: The City of Bayport charges a \$50/season Administrative Fee to reserve Lakeside Park (but this is because we are non-residents).

Beyond that, the policy seems workable to me. As I mentioned the other day, I've been doing this for Lake Elmo Baseball for 13 years. We've had no conflicts in the past and I don't foresee any conflicts this year. It does not have to be stated in the official policy, but If some one wants to use a park that Lake Elmo Baseball has reserved in advance, just have them call me. We've always been able to work it out.

I have not spoken with Dave Callahan (SCVAA) or Paul Miller (Mahtomedi), but I suspect they will agree with the changes I've suggested and it will make their lives easier as well. We're not doing this to stay busy, we're doing it for the kids. So it needs to be simple and efficient.

The way requests have come in this year, I think a fair split would be:

Lake Elmo Baseball: Lions Park, Tablyn Park, VFW Park
SCVAA: Pebble Park, Reid Park
Mahtomedi: Demontreville Park

Thank You, let me know your thoughts,

Todd Bruchu
651-247-6354



Lake Elmo Park
Use Policy-Todd...



City of Lake Elmo

3800 Laverne Avenue North
Lake Elmo, MN 55042
651-747-3900

Lake Elmo Park Use Policy

Purpose & Intent:

The purpose of this policy is to establish a fair and equitable distribution of the limited City of Lake Elmo park facilities. The City of Lake Elmo's Parks Commission oversees and governs the use of fields, shelters, and other facilities that reside in our park facilities by the City itself, school districts, athletic organizations, community groups and the general public.

It is the intent of this policy to classify & guide potential users / residents of Lake Elmo of these facilities that may wish to use these facilities exclusively for their activity for a specific amount of time into a priority system that best meets the ever changing needs of the City of Lake Elmo.

User Priorities

- Priority 1 – City of Lake Elmo**
- Priority 2 - Affiliated School Districts**
- Priority 3 - Affiliated Youth and Adult Athletic / Civic Organizations**
- Priority 4 - Non-Resident / Non-Resident Groups**

Parks Available for Field Reservations

The City of Lake Elmo will begin taking park reservations on January 15th each year.

The City of Lake Elmo has (6) distinct parks available for field reservation and exclusive use. They are:

- VFW Park
- Lions Park
- Tablyn Park
- Pebble Park
- Reid Park
- Demontreville Park

For the purpose of fairness and equitable access each of the above parks can be reserved up to (2) hours per reservation, with reservations made up to 10 business days in advance. Athletic organizations seeking larger

blocks of time or for the purpose of a tournament / scheduled competitive sporting event may schedule in advance (10 business days) at a cost of \$20 per each additional two hour block of time. If the park facility is not scheduled for additional time by another organization / resident within the 10 business days, the organization may use the facility up to an additional (2) hours at no charge. If an organization that pre-reserves a field or facility, determines that they no longer have a use for the facility, the organization must release the time back to the City of Lake Elmo within 48 hours of the reservation time or be charged \$20 per hour of unused time.

All other parks with recreational fields can be used on a first come first serve basis. Hardcourts (tennis and basketball) are also provided on a first come, first serve basis.

Any special requests for amenities and or services (ie additional restrooms, soccer goals, dumpsters) must be requested at the time of reservation.

If two entities are vying for the same fields, the entity with the higher priority rating will prevail. If two entities are vying for the same field and have the same priority rating, the entity that serves the higher number of Lake Elmo residents will prevail.

Sportsmanship / Behavior

The City of Lake Elmo has provided (17) parks and open spaces for public enjoyment. To insure that park use is fun, comfortable, and pleasant experience the following rules of use have been established:

1. In the use of athletic fields, good sportsmanship rules apply to all players, parents, coaches and fans involved;
2. Programmed youth sports activities must be chaperoned by adults;
3. Electronic amplification for music or voice projection and artificial lighting not provided by the City of Lake Elmo must be approved in writing and must cease at dusk;
4. No smoking, alcohol or illegal drugs;
5. No Open fires;
6. No glass beverage containers
7. No picking of flowers, plant materials, or physical contact with shrubs or trees unless otherwise designated as part of a nature education program;
8. All pets must be leashed at all times;
9. No solicitation of funds or sales of merchandise;
10. Litter pick-up and disposal in the responsibility of the reserving entity. Trash must be bagged, sealed and placed in the park's trash receptacle. Entity may be charged if the City staff has to provide this service;
11. No parking on turf areas, with the exception of unloading and loading of sporting equipment or gathering supplies. Parking in only assigned areas;

City Provided Lights

Field illumination is provided at Lions Park. Organizations using the facility under reservation must turn the lights out (20) after completion of activity or be penalized \$30 to offset utility costs.

Shelters

Parks with shelters can be reserved for (4) hour blocks, with reservations made up to (7) days in advance for special events such as company picnics, family reunions, wedding reception, etc. The cost for Lake Elmo residents is \$50 deposit and \$100 (\$50 deposit / \$50 use fee) for non-Lake Elmo residents. Users of the shelters are required to pick up all refuse on and around the shelter, wipe off tables, and sweep the hard surface area used. Failure to clean the area as defined above will result in the loss of the \$50 security deposit.

Alyssa MacLeod

From: Mike Bouthilet
Sent: Friday, February 15, 2013 9:44 AM
To: Alyssa MacLeod
Subject: FW: Tree and Shrub Planting Plan
Attachments: Washington.pdf

From: Hanson, Pat (MPCA) [<mailto:pat.hanson@state.mn.us>]
Sent: Thursday, January 17, 2013 8:46 AM
To: Mike Bouthilet
Subject: Tree and Shrub Planting Plan

Work Plan

Washington County Landfill Tree Planting for Spring 2013

To complete the landscaping at the site the MPCA will plant approximately 40 trees along Jamica Avenue and plant approximately 65 shrubs along the fence separating the stormwater pond from the rest of the buffer area. The locations for both plantings are shown on the attached Map.

- 40 six-eight foot trees (native species recommended by city's forester-red maple, American linden, northern red oak, white spruce, white pine)
(tree size and shape will be similar to what was planted in 2011 along Jamica)

40 x \$350 = \$14,000

- 65 shrubs species (native species recommended by city forester- black chokeberry, gray dogwood, high bush cranberry)

65 x \$75 = \$4,875

- Plantings will be completed in May 2013 by MPCA's O&M contractor.

\$3,000

- Total cost is approximately \$21,875 to complete the landscaping.

Please let me know if you approve of this plan or if you wish to change the location of the trees/shrubs.

Thanks

Patrick Hanson
Construction Manager
Closed Landfill Program
651-757-2409

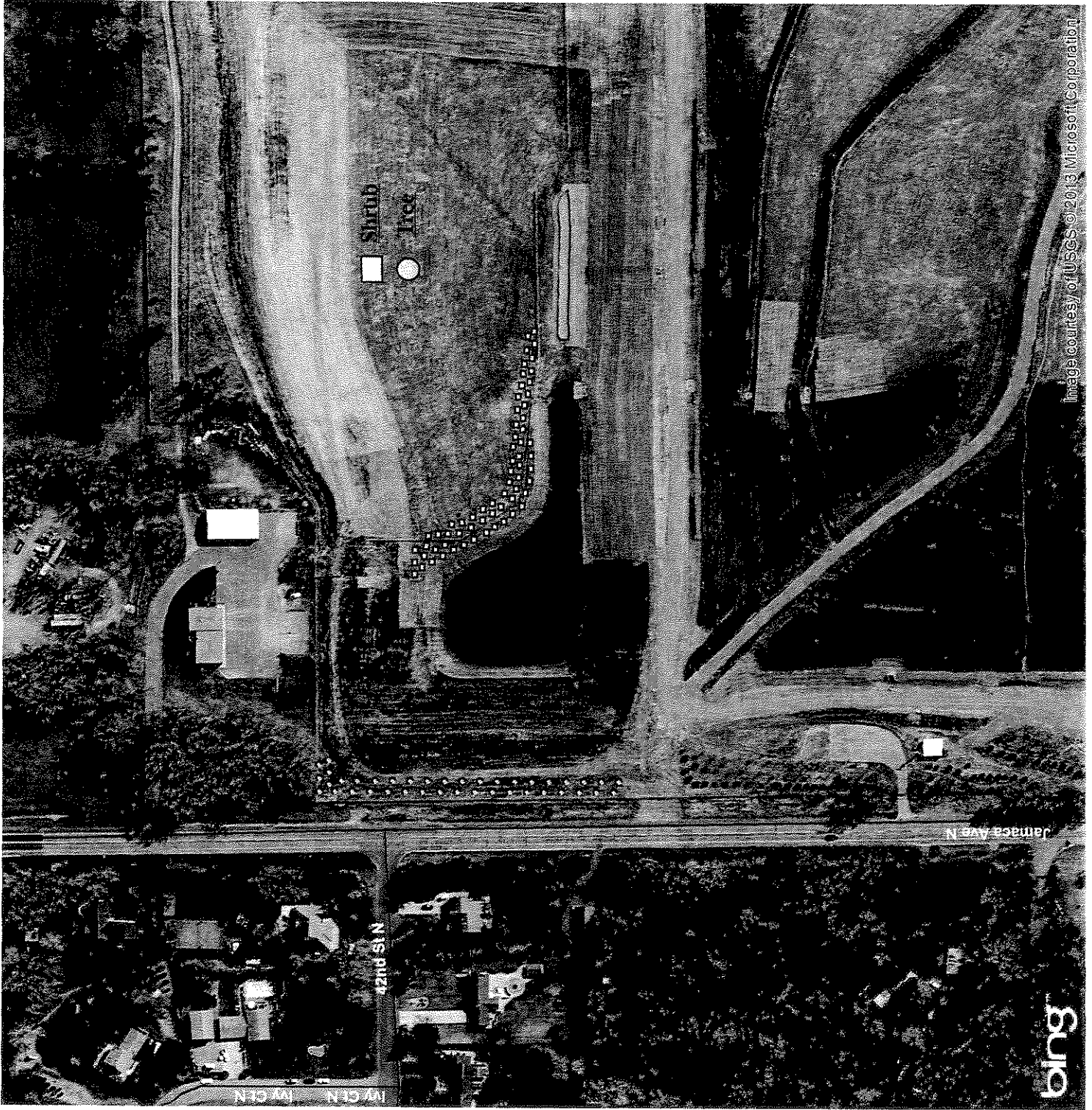


Image courtesy of USGS © 2013 Microsoft Corporation