



*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
Monday April 15th, 2013 7:00 PM**

AGENDA

- A. 7:00 Call to Order/Approval of Agenda**
- B. 7:05 Approval of Minutes: February 20, 2013
March 18, 2013**
- C. 7:10 Visitors/Presentations**
 - 1. Trail Grant Opportunities-Nick Johnson
 - 2. Request for Proposal, Trail Grant Writer- Weis
- D. 7:40 Park Survey Subcommittee Report-Steele**
- E. 8:00 Sunfish Lake Park**
 - 1. Landfill Restoration Design-Hietpas
 - 2. Land Trust Determination on Biking-Weis
- F. 8:20 Revised Park Use Policy Review-Weis**
- G. 8:30 Commissioners/Staff Reports**
 - 1. Commissioners Updates Comments, Requests or Review
 - 2. Staff Updates

MINUTES

City of Lake Elmo Park Commission Wednesday, February 20th, 2013

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

A. Call to Order/Approval of the Agenda

Chairman Weiss called the meeting to order at 7:05 PM

M/S/P: DeLapp/Blackford: To approve the agenda as posted. (WO)*

Approval of January 22nd, 2013 Park Commission Minutes.

M/S/P: Steele/DeLapp: To approve the minutes of 10-15-2012 as presented. (WO)*

B. Visitors/Presentations

1. Planning Staff Discussion and Parkland Dedication & Development

Administrator Zuleger introduced the City Planner, Kyle Klatt, and explained the goal of the presentation was to provide background and information. Efforts are in the process to establish a synergy with the Park/Planning Commissions and the City Council.

A concept plan for development along the I-94 corridor was previously presented by Zuleger and he has indicated the possibility of more growth. This is an opportunity for the Commission to establish how incoming parkland dedications should be managed. Funds, new park land or combination of both. Zuleger noted three goals conveyed by the Commission:

- Neighborhood Accessibility to Parks
- Implement the Trail Plan
- Establishing a "Village Green" as part of the old village design.

Zuleger further explained that if trails are the desired goal, the City would collect fees, but cautioned the addition of new park land will require maintenance. He relayed, even with the new park personnel, we have a limited staff to meet appropriate standards. If more parks are added, he could hire more staff.

Steele asked if percentages of dedication fees will need to be addressed. Zuleger clarified that Klatt will be presenting data on parkland dedication fees/lands, and would like to have a Commission recommendation for the City Council. Blackford inquired about cluster developments. Zuleger explained there are essentially three planning areas:

- A guidance plan for I-94 with higher density
- The "Old Village" – not as dense, but not open space(OP)
- The rest of the City- OP

He noted the relevance of OP and related the status of a current proposal, but asked the Commission to focus on the I-94 corridor and Old Village due to the impact of the developments and the need to plan accordingly for trails, accessibility, leisure, and recreation.

City Planner Kyle Klatt began his presentation with reviews of the 2006 trail plan and 2008 park plan. During his review he asked Commissioners to consider four items for discussion:

- A focus on greenways and trails.
- Establishing "pocket parks" serving local neighborhoods. With connecting trails for local access.
- Incorporating a sports complex in the Old Village design.
- A community park (village green) for the Old Village design. Possibly adjoining Reid Park.

DeLapp noted the planning areas dictate half of the City population living south of 10th Street. This would suggest more parks serving that area, but also concurred a central sports complex in the Old Village is appropriate.

****Note- Power Point Presentation from City Planner Kyle Klatt
Documented to 2-20-13 Minutes***

1. Planning Staff Discussion and Parkland Dedication & Development (continued)

Klatt continued his park plan review with an explanation of how future parks were programmed. Essentially the service parameter of existing parks, in conjunction with future growth projections, was used to factor in locations of new parks.

Klatt also showed that the plan does include a sports complex, a central community park (village green), greenway belt, and a park that would provide access to the lake. (Elmo)

The population formula used while developing the plan was 11 acres/1,000 pop. Currently the City has 17 acres/1,000 pop. Klatt noted the importance of these figures because it does correlate with a 10% land dedication for residential development.

Klatt next gave a brief review of the trail plan. He acknowledged that it was a very ambitious plan and is aware of the Commission's request to focus, plan, and build connecting trails segments.

DeLapp asked if a Hwy. 5 trail is addressed. Specifically from the west end of the Old Village to Stillwater H.S. Klatt said as part of the Old Village design they are exploring safe and viable routes to incorporate.

Klatt presented land use maps and gave a brief overview of the comprehensive plans for the Old Village and I-94 corridor.

On the Old Village plan he highlighted areas for park and land that could be left in a natural state possibly incorporating Reid Park. The plan did show a green belt bordering the Old Village area.

The I-94 corridor comprehensive plan has been adopted by the City Council and is at Met Council for consideration. Klatt noted locations of the low – mid - high residential densities and office zoning. The City Council has established a 100 foot buffer between existing development and the I-94 corridor. Klatt reviewed concept plan from Lennar and highlighted the proposed/potential parks and trails. He did note the Lennar has been informed of the desire to have public use and connecting trails. The parkway currently shows a parallel side walk and trail.

Steele questioned the sizing of the parks and addressed the park plan component of adding water features. Hartley said features shown were for storm water. Which Klatt confirmed, but added, they could be used in that capacity. Since this is a hallmark of the park plan, Steele asked for it to be "kept on the radar". Hartley asked for clarification on the open space in the center and the pond in the high density portion. Kyle identified the center area as water retention. The Planning Commission discussed the potential of a private park in the high density area. Klatt said this concept plan, and the time for the Commission can provide direction. Because it is concept, the specifics of utilization can be for future determination, but the sizing and role of dedicated lands is important.

Klatt reminded the Commission of the "pocket park" concept. Steele voiced his concern that a pocket park concept may not be able to serve an area with the same amenities as a Carriage Station sized park. Blackford noted that this does not correspond with other parts of the City. DeLapp said this is what the Met Council has dictated. Hartley commented on the amount of parks already established and the limits of the staff. Blackford countered with, we are planning for the future, with more people moving in to the City, because of the parks.

Staff recommends the smaller parks concept and place emphasis on access to more regional facilities. i.e. Stonegate, Wash. Co. Regional. DeLapp said the park plan does include adding land to Stonegate Park, dedicated from adjoining development. Steele concurred with that aspect of the plan was to expressly designed to address the high density residential expected in this area.

Kyle said it appear pocket parks linking back to a higher developed facility was not the direction the Commission would want planning incorporate. DeLapp noted being able to access a park without driving will increase use, but reiterated the value of open space. A 10% land dedication with this high density concept plan is 11 acres. Staff recommends the emphasis greenways, trails, and monetary. If not, the City will be burdened with acquiring lands and funds to implement the trail plan.

1. Planning Staff Discussion and Parkland Dedication & Development (continued)

On the Lennar concept, Weis estimated the size of the shown park at about an acre. He asked if the center wooded site be counted as part of the 10% dedication. Klatt indicated it is part of the storm water retention requirements. Hartley inquired if the center site could be expanded to accommodate more park land. Zuleger noted a possible conflict with storm water retention system. Zeno pointed out the aerial shows an existing patch of forest in the center. Steele voiced concern about small property parcels the developer may try to include in his dedication requirements. Klatt replied that established standards must be met and require City approval. Public use trails would meet the criteria.

Klatt suggested Stonegate as a park for more active recreation and property by Goose Lake for at tot lot. Hartley wanted assurance that trails would be provided to those parks. Zuleger asked for clarification on the Commissions direction, because what he is hearing is a call for a larger park. Steele said with the higher density a park placed on the east side, would service future development. Zuleger noted if this is the direction the Commission wants pursued maintenance is will become an issue. Blackford said we have to plan for the future and Steele added more population will add to the tax base. Zuleger said utility infrastructure funds are in the red because they are pre-development expenditures. Utility enterprise accounts will have to made whole first, and although the park land or money is dedicated to parks the money cannot be used for maintenance.

Zuleger informed the Commission of a recently presented concept which included 20-30 acres of park land. This could be the multi-field complex. Zuleger added a complex requires 1 person 3-4 days per week to maintain. DeLapp suggested some of the outlying field, such as Pebble Park, could be converted to conservation areas. Steele cautioned that once the land is lost, it is lost forever, and would not want to see acquisition opportunities squandered over a short term staffing issue. Zuleger said the Commission may need to evaluate which parks are going to remain active use, replaced, or converted to open space conservation. Blackford was looking at the green space aspect of dedicated land. With the pocket park concept in mind, Zuleger reported that he is working with Washington County Park Reserve to discount Lake Elmo residents, to provide service at a highly developed recreation facility. Hartley commented that she would not want to see a significant tax increase caused by new parks, and an evaluation of parks to remain active or converted to conservation area is needed. Hartley added they could use the survey results to program rehab of identified parks.

Zuleger cautioned the Commission about a complex facility. A recent study suggested that baby boomers have over programmed recreation to a degree that it has back lashed into a generation that does not want their children to be as involved in organized recreation. Green space with portable amenities, such as backstops and soccer goals, is the new trend. Open space allows the freedom to accommodate multiple interests.

Klatt talked about the opportunity to establish public trails with future development and noted the difficulty in creating trails in developed areas. He reviewed the parkway sketch showing trail and sidewalk. He commented that these would not be in the park land dedication because it will be incorporated in the parkway right of way.

Klatt began a discussion of park land dedication fees. A new ordinance for park land dedication has been drafted. The City Council has sent it to the Park Commission for review. The existing dedication requirements are a percentage of the land, based on the zoning district. (presented on chart) The code does allow a fee made in lieu based on the fair market value land. (DeLapp-Based on pre-development) Klatt noted subdivisions less than three lots are excluded from the land requirement, but fees are collected.

Klatt outlined the new ordinance which included:

- 10% in the new residential zoning districts.
- Existing residential districts keep the existing requirements.
- Commercial districts would change to fee based system. (not tied to market based value)

Klatt warranted the fee based system for commercial on the plan for no parks in the district. A chart showing zoning requirements from the metropolitan area was reviewed. Steele asked if the \$4,500.00 fee is fixed. Klatt said the Council has to review and adopt the schedule by resolution annually.

1. Planning Staff Discussion and Parkland Dedication & Development (continued)

Blackford asked if any adjustments to dedication requirements are based on a recession. DeLapp explained that it is based on market value, except for land requirements. He added that having some park/open space amenity in an office complex is an asset and deserves consideration. Administrator Zuleger informed the Commission staff was directed to not use the percentage based on commercial. Challenges of dedication requirements are coming from commercial and business groups who do not benefit to the degree of residential taxpayers. Blackford pointed out in the background material a memo from the Lakeland Park Commission which had a 4-3 vote against the reduction in fees. DeLapp reiterated the benefit of park/open space in an office district. Zuleger acknowledged the concept, but noted typically they are done privately done on a corporate level.

Hartley voiced concern over "second guessing" the work of the Planning Commission and City Council. Zuleger said the Council is asking for advice on a fair and equitable park land dedication strategy. Most commercial developers expect to make maximum use of their land. Zeno questioned the flat rate fee because of variable property values. Zuleger explained it is reviewed by the assessor and adopted annually. Steele expressed that essentially the fee system lower fees in the commercial district. This was confirmed by Zuleger, but added this was directed by Council. He added our new fees are still above average. DeLapp commented that a unit based fee will result in more funds than the acreage based proposal.

Blackford said the Commission has fiduciary responsibility to the taxpayers to provide parks. Steele added funding the development of a trail system will be in the millions. Klatt agreed, and added this is what necessitates the evaluation acquiring land or fees. This is why the ordinance addresses the option for the City to negotiate with residential developers on what to dedicate. Steele said he his preference would be keep a percentage based dedication requirement and should consider up to 10%. Weis asked the Commission to keep in mind the business perspective. Fees from the MET Council, WAC, SAC, storm water, and building permits fees are required in addition to park dedication fees. Zuleger estimated these fees at approximately \$10,000 per unit prior to the park dedication requirement. Steele questioned if the 10% (\$7,500) would be out of line. Zuleger explained that having a park dedication fee \$1,500 dollars more than local area alone may not seem significant, but our WAC, SAC charges have to be much higher to accommodate new vs. existing utilities. Zeno commented he does not agree with comparisons to Woodbury and Oakdale because Lake Elmo should have a higher standard. Klatt explained that fee adjustment not only to stay competitive, but recognizes the potential for legal challenges to our dedication requirements. Zuleger asked the Commission for a consensus on 7% vs. 10% fees.

M/S/F: Steele/DeLapp: To recommend to City Council a 10% market value fee or land dedication requirement on commercial development. 2-2 -1 abstain. (Blackford temporary absence)

With the return of Blackford Zuleger requested the Commission attempt majority recommendation.

M/S/P: Steele/DeLapp: To recommend to City Council a 10% market value fee or land dedication requirement on commercial development. 3-2 (1 non vote)

Zeno based his non vote on the motion because it included two recommended changes. Removing the flat fee schedule, and changed the amount in the percentage formula.

A. Visitors/Presentations

2. ISGMN Proposal and Costs.

Administrator reviewed the ISG survey proposal with the Commission. He reported that for the scope of the survey the City was seeking the costs were higher than estimated. To complete a 500 scientific survey of our population is \$21,000.00 for a raw data report. A comprehensive full data report is \$28,000.00. Zuleger noted the pricing is fairly consistent with other survey firms. He commented on the stellar references and recommendations regarding this firm. Zuleger added that during the survey, it may be determined that a focus group be established to provide detailed insight.

2. ISGMN Proposal and Costs. (continued)

Zuleger reported he had negotiated with the firm to meet the survey requirements at the most economical cost. He itemized a few of the costs from the proposal as follows:

- 500 surveyed at \$24.00 each.....\$12,000.00
- Survey Development.....\$4,500.00
- Sample.....\$1,200.00

- RAW DATA ONLY.....\$21,050.00
- COMPREHENSIVE REPORT.....\$28,800.00

The comprehensive report includes a behavioral analysis which may indicate a pattern not apparent in a basic question/answer compilation. If a survey firm is contracted, ISGMN is the staff recommendation. The funds are available, and there is an expectation of additional park dedication fees in the near future. Weis questioned the geographic aspect of the people surveyed. Zuleger said it will be disbursed and the firm has current data base of the residents. ISGMN may have to be guided to identify targeted parks, if desired.

Steele asked how long it should be expected to use the survey as a planning tool. Zuleger recommended using the survey to develop the next 5 years of the CIP. Surveys produced at this scope are generally used for 7-10 years. This firm was directed to produce a survey with a five year shelf life. Zeno asked about reviewing the raw data before we pay for the comprehensive report. Zuleger believes the behavioral aspect of the results, analyzed throughout the survey period, provides an opportunity to identify, focus, and target desired data. Statistical anomalies also can be reviewed and corrected. Early results may identify the need to modify the survey.

M/S/P: Steele/DeLapp: Recommend to City Council to contract with ISGMN to provide a full comprehensive park use/need survey. Not to exceed \$28,800. 6-0

Zuleger provided the Council workshop schedule, and noted the June 11th date for the Park Commission and the proper time to assess the survey.

A. Visitors/Presentations

3. Park Use Policy****POSTPONED

B. MPCA Planting at Sunfish Lake **POSTPONED**

1. Report from Commissioner Hietpas

C. Resignation of Wendy Sullivan. **POSTPONED**

1. Acknowledge Resignation and Recruitment of Replacement

D. SPW Reports **POSTPONED**

1. Open forum with staff for Updates or Questions
2. Spring Park Visits

Chairperson Weis adjourned the meeting at 9:35 PM

Respectfully Submitted

Michael Bouthilet, Recording Secretary

MINUTES

City of Lake Elmo Park Commission Monday March 18th, 2013

Members Present: Chairperson Weis, Ames, Steele, Zeno, Hartley, Blackford, Hietpas DeLapp,
Members Absent: None
Others Present: Mayor Pearson, Council Members, Smith, Bloyer, SPW Bouthilet

A. Call to Order/Approval of the Agenda

Chairman Weiss called the meeting to order at 7:03 PM

NOTE: Meeting Notice/Agenda Legally Posted with City Council Quorum Attendance

B. Visitors/Presentations

1. Park Use Policy-Todd Bruchu Lake Elmo Baseball, Todd Callahan VAA

Todd Bruchu gave a brief introduction describing his role in coaching and scheduling for Lake Elmo Baseball for the last thirteen years. This included the four years he was member of the Park Commission. He reported over that time period he is only aware of one year in which there was a conflict or challenge regarding the Lake Elmo blanket reservation practice. It was quickly resolved by mutual schedule adjustments. He noted several policy changes that are going to hinder scheduling and use, not only for Lake Elmo Baseball, but all organizational scheduling. Policy issues included:

- Proposed time limits require double reservations (500 instead of current 250)
- Timing for reservation requests essentially eliminates the ability to schedule.
- Concern over the priority system.
- The policy against no sales of merchandise. They have sold snack/drinks in past. To enhance the experience and atmosphere of the game environment and not for profit.

Dave Callahan from the Valley Athletic Association (VAA) concurred with Mr. Bruchu about the new policies hindering the scheduling process and length of reserved time. Although the VAA usually uses only one or two fields a year, they have 150 team to schedule. VAA uses 3 hour time block which does not correlate to the new policy. Inclement weather, forcing schedule changes, will compound the difficulty.

Weis summarized the policy issues for the organizations appear to be the reservation timing (10 days in advance) and the length of a reservation. Bruchu propose taking the ten days requirement out and leaving "in advance". Weiss asked if reservations conflicts have been an issue. Ames reported the discussion about establishing a formal written policy started with a report that fields were reserved, but not being used. Bruchu stated the policy does address that issue. If a field is reserved and not used, the reservation must be canceled within 48 hrs, or there will be a \$20.00 fee. DeLapp pointed out whether or not a field was used during the reservation time cannot be monitored.

Bouthilet said although it does occasionally happen that fields are reserved, but not used, he is not aware of a pattern of reservations without use. In the past, the most conflict with field reservations have been related to the "first come first served" policy of the past. Although this has not been an issue in recent years the prioritizing aspect of the policy should be adjusted for reservation requests to be processed. Establish a one month period in early in the year to accept reservation requests. Any conflicting requests during that time will be evaluated under the policy priority guideline. Once a priority is established, an organization will be given a limited blanket reservation to allow scheduling. The City would require all unscheduled times placed back on the open calendar. Weis asked if the policy should only allow blanket reservations for identified organizations. Steele expressed his appreciation of Bruchu work with recognizing the true goal of utilizing the parks as much as possible. He questioned if Bruchu Mon-Fri reservation request would be fair to others. Todd explained City Staff would contact him for any requests to use the fields Lake Elmo Baseball has reserved, and typically they could make the accommodation. Steele noted the intent is to try to keep access fair and equitable for all. Bruchu said unless games are scheduled, they have managed to accommodate all request for reservations. Ames voiced concern about the appearance of Lake Elmo Baseball treated differently than others. Bruchu said the policy addresses un- used reserved times with a fee.

B. Visitors/Presentations

1. Park Use Policy-Todd Bruchu Lake Elmo Baseball, Todd Callahan VAA (continued)

Ames acknowledged the need for blanket times to facilitate scheduling, but felt Lake Elmo Baseball was asking for special treatment. Bruchu acknowledged his request could be perceived a different but, pointed out the flexibility is needed for them schedule games, practices, and weather related adjustments. Lake Elmo Baseball would be able meet policy guidelines if revised. If the policy is not revised no one can schedule games. Callahan noted the VAA also requires a blanket reservation to schedule one game and one practice per week, but will return all un-scheduled time blocks. Bruchu explained utilizing two fields, sixteen teams, two practices and two games a week is a logistical challenge. At the minimum he believes he could exceed current 48 hour requirement and call staff at the end or beginning of each week to release time blocks. Bouthilet suggested the staff had enough information to draft a revision.

M/S/P: DeLapp/Hartley: To draft a revised park use policy, based on PC discussion and baseball teams input, and present for review at the April Park Commission meeting. 8-0

2. Park Use Survey-Zachery Feinstein, Director of Quantitative Research ISGMN

Mr. Feinstein from ISG reported he has been working with Administrator Zuleger and Mayor Pearson developing a survey identifying current and future park uses. Copies of the survey were distributed for review. Feinstein explained the 15 minute survey was developed with a constraint on time to interview. If additional questions are included, bear in mind questions, may need deleting an over view of the survey started with:

- 15 Minute phone survey explanation.
- Opening statement of survey intent and participation acceptance.

DeLapp felt an explanation about how the survey would be utilized to program future expenditures is appropriate. Feinstein said fiscal or controversial issue tends to skew results of a survey. Steele commented on the complexity of the opening statement. Consensus from the Commission was to edit down the introduction to a clear and concise statement. DeLapp questioned the age limit at 18 or older, because the majority of use is by the 18 under group. Feinstein said the age limit was discussed extensively and Administrator Zuleger wanted the young adult perspective. Feinstein added that surveying teenagers has been known to alter the qualitatively results. Ames agreed that the data is should be collected from the parents.

The next part of the survey defined the "universe" of users. Should data be collected only from residents or anyone using the parks? Steele stated the primary goal of the survey should be indentifying Lake Elmo residents' uses and needs. A consensus of the Commission agreed. Ames noted the City does not have a recreation program and stated it could requiring alter some of the questions. Also it is important that the interviewer is aware of a County Park in the City. Feinstein agreed it should be explicit if questioned, so all interviewers have consistent data. Hietpas questioned the termination of interview on a not used response. She believes it would be beneficial for a preliminary follow up determining cause. It could be because the use, facility, amenity is not provided. It is the primary purpose of the survey. Ames countered with the realization that some residents just don't use the parks and cautioned on the relevance of their input.

Consensus of the Commission was to have the survey sub-committee meet with ISGMN and bring back a revised survey for review. The Commission was asked to provide Chairman Weis with any input.

Audience:

- Sue Dunn- felt the survey was too generic and opposed the personal income questions.
- Council member Smith- Survey did not meet her expectations and hopes the sub-committee can work with ISGMN on improvements. She added that hopefully the survey will provide the Commission with the information need to use park dedication funds. . She also concurred with Ames about non-users input. She commented on the age and appearance of some of the older play sets and undeveloped park land.

The survey sub-committee will report at the April Parks Commission meeting.

3. Mountain Biking Use-Sunfish Lake Park

Audience:

- City Council Member Justin Bloyer asked to address the Commission about mountain bike use in Sunfish Lake Park. He assured the Commission he was representing only himself as a resident, removed from a Council role. He asked the Commission to delay a recommendation on a bike ban for two years. After which, evaluate and assess current conditions and the impacts. He related an instance with his six year old at Sunfish and an adult harassing his child for riding his bike. He would like to encourage use and address maintenance issues as the cost of providing a recreation resource.
- Sue Dunn informed the Commission she was former Park Commission member she can provide insight on the parks and Sunfish Lake in particular. She assured the Commission that an ordinance banning biking was adopted. It appears during a recodification the ordinance did not get included. It is also not allowed in the Land Trust Agreement clause for passive use only.
- James Blackford reported on efforts done by the local community to preserve and protect Sunfish from proposals such as maintenance facility, water tower and radio antennae in sight of the park. He questioned the legality of an ordinance deletion because of a clerical mistake or oversight.

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The City Clerk provided a written opinion that staff can only act on what is the current adopted code. His research also categorized mountain biking as a passive use. This information was provided for Commission review, discussion or action.

Discussion quickly led the Commission to a clear consensus to not allow biking in Sunfish Lake Park. Steele added if the Land Trust does not have specific language to that effect, he believes it is in spirit of the agreement. Commissioner Blackford proposed she present more background support on the bike ban, but due to time constraints of the meeting it was not presented. She offered to share or discuss with any member wishing for more background or history of the park.

Hartley commented that regardless of the ordinance or passive use definition, the Land Trust should provide an allowable use definition. Blackford reported she has confirmed there is a clause in the agreement which states, "no new uses" but added felt it appropriate to request City Staff to confirm. She requested that before any recommendations or actions were taken by the Commission, the City Staff to contact the Land Trust to provide an unbiased determination.

M/S/P: DeLapp/Hietpas: Request the City Staff contact the Land Trust for a determination on the "no new use" definition in the Land Trust Agreement. 8-0

4. Landscape Restoration Land Fill Site

Hietpas reported she had met with the Washington County Conservation District for to discuss landscape design at the landfill site. The project did not meet their criteria needed to complete for a design for free. The WCD would contract with the City for design and installation as follows:

- Design \$2,736.00
- Prepare Grant for Installation \$342.00
- Installation Oversight \$3,024.00
- Labor \$15,600.00

Hietpas was informed there is money available in the Clean Water Fund for 2013. The WCD would resubmit the application for 2014 if not awarded this year. Hartley asked if grant was awarded, would it include the cost of oversight. Hietpas explained the grant was for the Conservation Corp labor only. The City would have to cover the cost of installation oversight. Weis suggested contacting local nurseries about providing designs. Hietpas said she would need to contact the WCD to verify they would write the grant without contracting the design. Zeno noted that local residents have voiced interest on size and placement of trees. The City should provide a concept design to local residents for review and input.

M/S/P: Hartley/DeLapp: Recommend contracting with the Washington County Conservation District to prepare a Clean Water Fund grant application for plant installation on Jamaca Landfill site. 8-0

Hietpas will contact the WCD for grant application request and Bouthilet will check area nurseries for design options.

Chairperson Weis adjourned the meeting at 9:25 PM

Respectfully Submitted

Michael Bouthilet, Recording Secretary



Lake Elmo Park Commission

DATE: April 15th, 2013

ITEM #: E

AGENDA ITEM: E. Sunfish Lake Park

1. Landfill Restoration Design
2. Land Trust Determination

(No action requested)

Land Trust Determined Bike Ban valid under "No New Use" clause.

SUMMARY AND ACTION REQUESTED:

The closed out MPCA land fill site has a \$22,000 budget remaining to complete the landscaping. A designer must be designated and the criteria for the design developed.

BACKGROUND INFORMATION:

With the \$22,000 available for plant material or labor to be utilized on the site, a consensus for the design concept must be identified. Suggestions from previous meeting have have not provided any guidance.

STAFF REPORT:

Bouthilet has contacted Abrahamson Nursery about the design. If we purchase the plant material they will do a design at no cost. If they provide a design, but we purchase plant material from another supplier, the cost is \$500.00. Hietpas will report on the WCD design at the meeting.

Staff believes it is important to follow the Zeno recommendation of providing a concept design to the local neighborhood for review and input, before a committing to any design.

RECOMMENDATION:

Chose a designer. Identify criteria and goal of the landscaping. Provide the local neighborhood with concept design to review and provide comments. Form a subcommittee to finalize plant selection choices, pricing, and address any unforeseen modifications to design.



Lake Elmo Park Commission

DATE:

ITEM #: B

AGENDA ITEM: Minutes

SUMMARY AND ACTION REQUESTED:

Staff would like to assure any comments or information during a public meeting a member would like to have on record in the minutes, is included.

BACKGROUND INFORMATION:

In the past, minutes I have done for the Park Commission meeting, primarily included general discussion, with very little individual Commissioners comments. At that time I had members write a note, email, or ask me to have something on record.

STAFF REPORT:

Currently we are recording the minutes and saving them digitally. Writing minutes from the recordings has seriously challenged my editing skill. In the sense of I don't want to miss any valid comments or observations, but I also need to condense. This results in either writing as the record plays, and edit later, or listen to portions of the meeting repeatedly and try to include any valid comments. I would like to assure all point of views from Commissioners are equally addressed, even though a consensus is common.

To simplify and expedite Commissioners comments I would like to italicize the last name of the commissioner and follow with statement. *Weis-* need to develop bike trails. It might be little harder to read, but easier to be on record.

RECOMMENDATION:

Please provide recording secretary with a note, email, or call for any on record items. It will be included if the recording captures the intent. Minutes reviewed during the meeting are to make sure they reflect the core intent of the discussion or action. Any spelling and grammatical errors should and will be corrected. Unless these corrections alter the intent or meaning, please provide them separately.

ATTACHMENT

Minutes February 20th, 2013

Minutes March 15th, 2013



City of Lake Elmo

3800 Laverne Avenue North
Lake Elmo, MN 55042
651-777-5510

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

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

For the purpose of fairness and equitable access each of the above parks can be reserved up to (4) hours per reservation, with reservations must be made at least 2 business days in advance.

Annual reservations requests will begin on the 2nd Monday of January. All reservations received up to the 2nd Monday in February will be prioritized and assigned. Organizations requiring larger blocks of time for scheduling purposes must provide a date, within a reasonable time period to complete their schedules.

All unused blocks of time should be released back to the City as soon as possible and will be shown open on the City calendar. If an organization pre-reserves a field or facility, but determines that they no longer have a use for the facility, that organization must release the time back to the City of Lake Elmo within 4 business days of the reservation or be charged \$20 per hour for unused time.

Reservations received after the 2nd Monday in February will be on a first come first serve basis, but still must be at least 2 business days in advance.

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

Any special requests for amenities and or services (i.e. 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, damaging of shrubs or trees unless otherwise designated as part of a nature education program;
8. All pets must be leashed and waste disposed of at all times;
9. No solicitation of funds or sales of merchandise, except non-profit food and drinks;
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 & VFW Park. Organizations using the facility under reservation must turn the lights out (20) minutes after completion of activity or be charged \$30 to offset utility costs.

Shelters

Parks with shelters can be reserved for (4) hour blocks, with reservations made at least (10) business 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.