



*Our Mission is to Provide Quality Public Services in a Fiscally Responsible Manner in Partnership with our Community.*

## **NOTICE OF MEETING**

**City of Lake Elmo Parks Commission  
3800 Laverne Avenue North  
November 21, 2022 6:30 PM**

### **AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
  - a) October 17, 2022
5. Public Comments
6. Commissioners Welcome Packet
7. Kleis Park Swing Set Options
8. January 9, 2023 City Council Workshop
9. Communications

Adjourn

*\*\*\*Note: Every effort will be made to accommodate person or persons that need special considerations to attend this meeting due to a health condition or disability. Please contact the Lake Elmo City Clerk if you are in need of special accommodations.*

## **City of Lake Elmo Parks Commission Minutes October 17, 2022**

**Members Present:** Commissioners Ames, Hoelscher, Kastler, Rivera-Reyes, Bloyer, and Barrett  
**Staff Present:** Assistant Public Works Director Swanepoel and City Planner Hetzel

**The meeting was called to order by Ames at 6:30 PM.**

### **Approval of Agenda**

Ames requested an addition to the agenda regarding Open Meeting Laws. Barrett requested the addition of a new member welcome packet. (Approved by consensus.)

**Rivera-Reyes motioned to approve the agenda, Hoelscher provided a second; no discussion. Unanimously approved 6-0.**

### **Approval of Minutes**

Discussion regarding corrections to the September minutes: Schiltgen East to Schiltgen Farmstead, Kastler voted yes on that topic and it would change voting to 4-0, and a spelling error under Inwood.

**Barrett motioned to accept the September 19th, 2022 Parks Commission Minutes as amended, Hoelscher provided a second; no discussion. Motion passed unanimously 6-0.**

### **Public Comments**

Tony Manzara at 550 Kirkwood, representative of the Sally Manzara Interpretive Nature Center, thanked the commission for their service to the city; the parks commission members are all volunteers. The second thank you is for your recommendation to council to support the request for the second grant. The first grant helped us clear about 40 acres of buckthorn at Sunfish Lake Park. Tony invited the commission to the buckthorn festival on Saturday.

### **DeMontreville Park Improvements**

Assistant Public Works Director Swanepoel provided a presentation to the commission. Discussion regarding CIP funds, park equipment, and a ball field.

**Hoelscher made a motion to recommend to replace the DeMontreville playset scheduled in the CIP, calendar year 2024, Rivera-Reyes provided a second; discussion. Motion passed unanimously 6-0.**

### **Tablyn Park improvements**

Swanepoel provided a presentation to the commission. Discussion regarding the tennis court resurfacing and use, the basketball court, parking, lighting, CIP, rebound wall, and playground equipment. Bloyer motioned to get a new rebound wall, resurface tennis court with the pickleball lines, new parking, push off the playset until 2026, and the basketball court leave as is, Ames restated the motion for clarification – recommend approving replacement of the playset in 2026, refurbishing the tennis court to include pickleball courts, not refurbishing the basketball court, recommending replacing the rebound wall and recommending adding the additional parking per staff recommendation; Bloyer confirmed the clarification. Hoelscher provided a second; discussion regarding the motion having all items together. Bloyer withdrew the motion.

**Hoelscher motioned to recommend future replacement of the playset in 2026, Rivera-Reyes provided a second; motion passed unanimously 6-0.**

**Barrett motioned to refurbish the current tennis ball court with pickleball and tennis for 2023, Kastler provided a second; discussion. Motion passed unanimously 6-0.**

**Bloyer motioned to replace the rebound wall in 2024, Hoelscher provided a second. Ames friendly amended to 2023, Hoelscher provided a second; Discussion. Kastler friendly amended to relocate the rebound wall to the inside of the court, Bloyer provided a second; discussion regarding anything over \$2500 goes on the CIP. Motions passed unanimously 6-0.**

**Hoelscher moved to add additional parking for a cost of approximately \$90,000 in the calendar year 2024, Ames seconded; discussion. Passed 5-1; Kastler dissenting.**

### **Pebble Park Improvements**

Swanepoel provided a presentation to the commission. Discussion regarding the courts, disc golf, trees, and current amenities.

**Hoelscher moved to replace the playset for the CIP, calendar year 2024, Bloyer provided a second; discussion. Friendly amend to revise the motion to 2023, Bloyer seconded. Motions passed unanimously 6-0.**

**Barrett moved that the tennis courts are resurfaced and modified for both pickleball and tennis in 2023, Hoelscher provided a second; includes tree removal. Motion passed unanimously 6-0.**

Discussion regarding adding items to the CIP and lighting.

**Ames motioned to add to the CIP two sand volleyball courts not to exceed \$30,000 in 2024 with a non-specified location, Bloyer provided a second; discussion. Passed unanimously 6-0.**

### **Kleis Park Improvements**

Swanepoel provided a presentation to the commission.

**Hoelscher motioned to replace the playset in 2026, Ames provided a second; discussion. Passed 5-1; Bloyer dissenting.**

Discussion regarding ADA compliance.

**Barrett moved that the swing set be replaced in 2023, Rivera-Reyes provided a second; discussion. Barrett friendly amended not to exceed \$20,000, Rivera-Reyes seconded; discussion. Kastler friendly amended the amount to \$25,000 with the idea of adding *any* amenity, Rivera-Reyes seconded; motions passed unanimously 6-0.**

### **Ball field Survey Results**

City Planner Hetzel provided a presentation. Discussion regarding ball fields and parkland.

**Ames motioned to direct city staff to explore the possibility of upgrading existing recreational ball fields in city parks, Rivera-Reyes provided a second; motion passed unanimously 6-0.**

### **New Member Welcome** (Approved by consensus.)

Discussion regarding procedures, especially the Open Meeting Laws.

### **Communications**

- a) Water treatment going up in Tablyn. It will remain there for several months.

- b) Staff has been working on trails in Reid Park.
- c) Extension of the ski grant. Discussion regarding railway crossings.
- d) City Planner Hetzel updated the commission on Schiltgen Farmstead; discussion followed.

**Ames adjourned the meeting at 9:02 PM**

**Respectfully Submitted,  
Rebecca McGuire, Deputy Clerk**



## STAFF REPORT

DATE: 11/21/22

### **DISCUSSION**

**AGENDA ITEM:** Welcome Packet  
**TO:** Parks Commission  
**SUBMITTED BY:** Ben Hetzel, City Planner

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#### **BACKGROUND:**

At the October 17, 2022 meeting, the City of Lake Elmo Parks Commission directed staff to put together an annual Welcome Packet to provide new and existing Parks Commission members. With a number of new members joining the Commission, it would be beneficial for City staff to supply the Commission with important documents and information related to participation of the Parks Commission. This packet is intended to be distributed at the first meeting of the calendar year annually.

This report provides a brief summary of the information provided in the Welcome Packet.

#### **ISSUE BEFORE COMMISSION:**

Are there items the Parks Commission would like to see added to the Welcome Packet?

#### **WELCOME PACKET COMPONENTS:**

##### ***Parks Commission Handbook***

The Parks Commission Handbook is important to understand the local government structure and includes the typical fashion of City Board and Commission procedures. Also included within the Parks Commission Handbook is the Parks Commission Bylaws approved by City Council as Ordinance No. 08-217.

The attached handbook also includes the most recent annual Parks Commission Work Plan. The Parks Commission is tasked with developing an annual work plan per Section 3.12.540(b)(6) of the City Code. The Work Plan includes a list of projects, maintenance items, programs and goals for the year. The plan is intended to assess and then implement overall goals of the Parks Commission and outlines projects that the Commission and staff will work on throughout the upcoming year. As an example, the 2022 Work Plan is attached.

##### ***Comprehensive Plan Ch. 6***

Chapter 6 of the 2040 Comprehensive Plan is the parks, trails, and open space portion of the plan. Chapter 6 provides relevant information about current parks, trails, and open space as well as future planning considerations for that planning period.

##### ***Capital Improvement Plan (CIP)***

The Capital Improvement Plan is a multi-year (typically 5 years) capital expenditure plan for a City's infrastructure. Such as streets, parks, utility systems, equipment, and public buildings. The CIP identifies the major projects needed and desired by the community, their potential costs and how they would be financed. A project or purchase identified and budgeted through the CIP does not commit the City to that project. The City Council must specifically authorize each one and the associated funding for the expenditure before any project may proceed. When the CIP is reviewed (ideally annually, in conjunction with the budgeting process) projects may go forward as planned, advance ahead of schedule, be removed

entirely, or new projects may be added. Items on the CIP must cost at least \$25,000 and have a useful lifespan of five years. The most recent, 2023-2027 CIP is included as an example.

***Park Dedication PowerPoint***

Also included in the welcome packet is a slide show created by staff summarizing park dedication. According to Section 103.22.150, a percentage of the gross area of all property subdivided shall be dedicated for parks, playgrounds, trails, public open space, or other public recreational use in all new residential subdivisions. Nonresidential developments require a payment in lieu of land dedication. Urban zoning districts require a minimum of 10 percent land dedication, while rural zoning districts require a minimum of 5 percent. A combination of land and cash is also acceptable.

**RECOMMENDATION:**

The Parks Commission should review the provided components of the Welcome Packet and notify staff if there is any additional information they would like to see added.

**ATTACHMENTS:**

1. Welcome Packet



# PARKS COMMISSION MEMBER HANDBOOK

# Parks Commission Handbook

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## Inside the City

### Mission

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"The mission of the City of Lake Elmo is to provide planned, quality public services consistent with the City's character in a fiscally responsible manner"

### Vision

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**Ethics and Integrity** – We believe that ethics and integrity are the foundation of public trust and confidence and that all meaningful relationships are built on these values.

**Visionary Leadership and Planning** – We believe that the very essence of leadership is to be visionary and innovative while planning for the future.

**Excellence and Quality in the Delivery of Services** – We believe that service to our residents is our reason for being and commit to delivering services in a professional, cost-effective, and efficient manner.

**Fiscal Responsibility** – We believe that fiscal responsibility and prudent stewardship of public funds, both short-term and long-term, are essential for citizen confidence in government.

**Open and Honest Communication** – We believe that open and honest communication is paramount for an involved citizenry and fosters a positive working environment for employees.

**Respect for the Individual** – We believe that citizens we serve are to be treated with the utmost respect and deserve the best treatment the City can provide.

**Thoughtful Community Building** – We believe in the development of our community through thoughtful, careful planning that is communicated in a positive manner that enhances the process.

**Professionalism** – We believe that continuous improvement and innovation is the mark of a professional organization and we are committed to applying this principle to the services we offer and development of employees.

**Accountability** - We believe in decision-making processes that are based on facts, data, and the prioritization of community interests above the individual.

### Local Government Structure

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Lake Elmo is a statutory Plan A City.

- City Council consist of the Mayor and four Council members
- The Vote of the Mayor counts the same as a council members vote
- The City Council is responsible for the Legislative and Policy decisions
- City Council Employs the City Administrator, who oversees the day-to-day operations of the city

### City Council

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Mayor: Charles Cadenhead



Jeff Holtz



Katrina Beckstrom



Dale Dorschner



Lisa McGinn

## Staff Liaisons

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Vacant- City Planner

Email:

Phone: (651) 747-3911

Marty Powers- Public Works

Director

Email: [Mpower@lakeelmo.org](mailto:Mpower@lakeelmo.org)

Phone: (651) 747-3941

Rebecca Mcguire- Deputy Clerk

Email: [Rmcguire@lakeelmo.org](mailto:Rmcguire@lakeelmo.org)

Phone: (651) 747-3900

## Commission Functions

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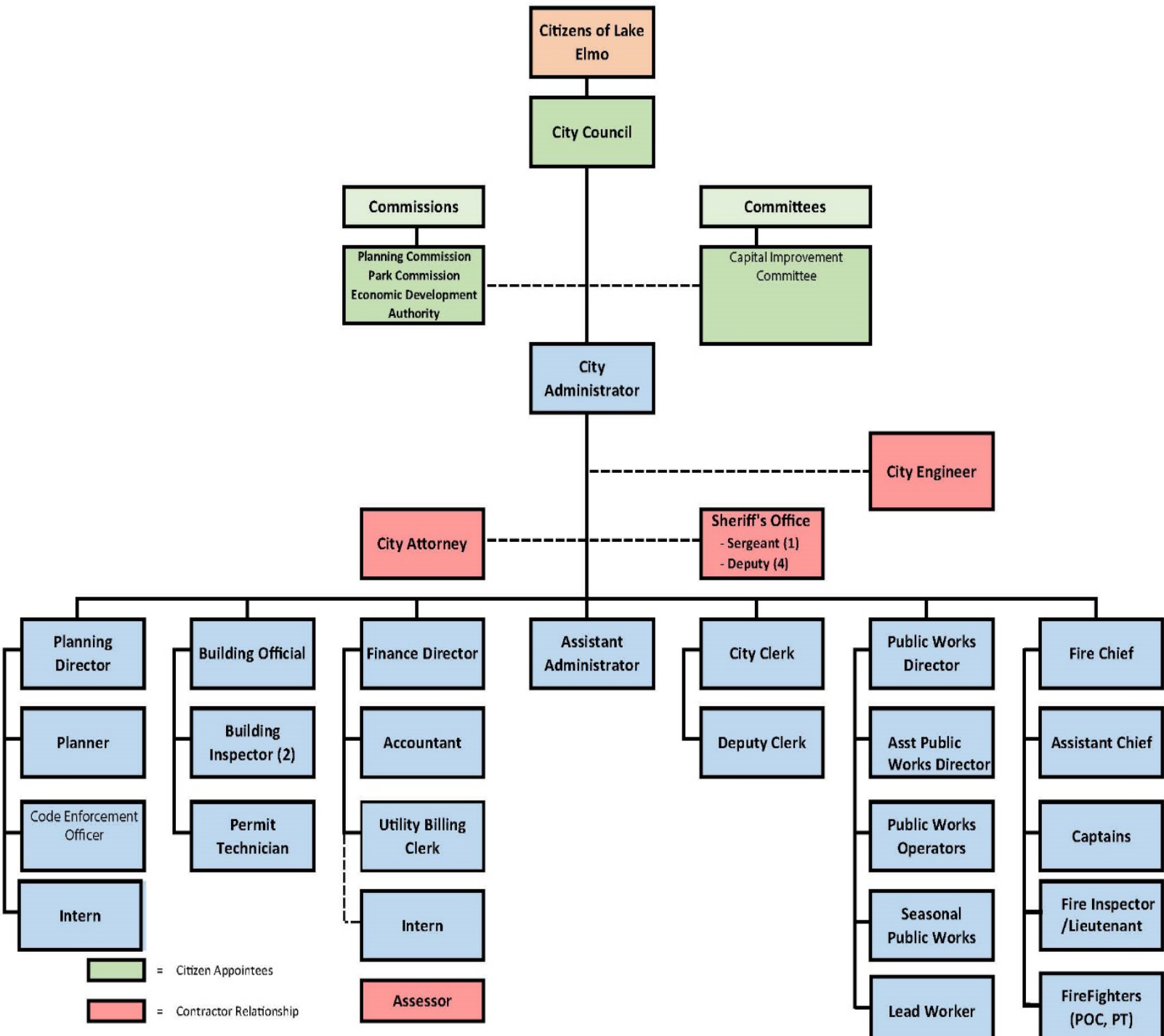
### Park Commission

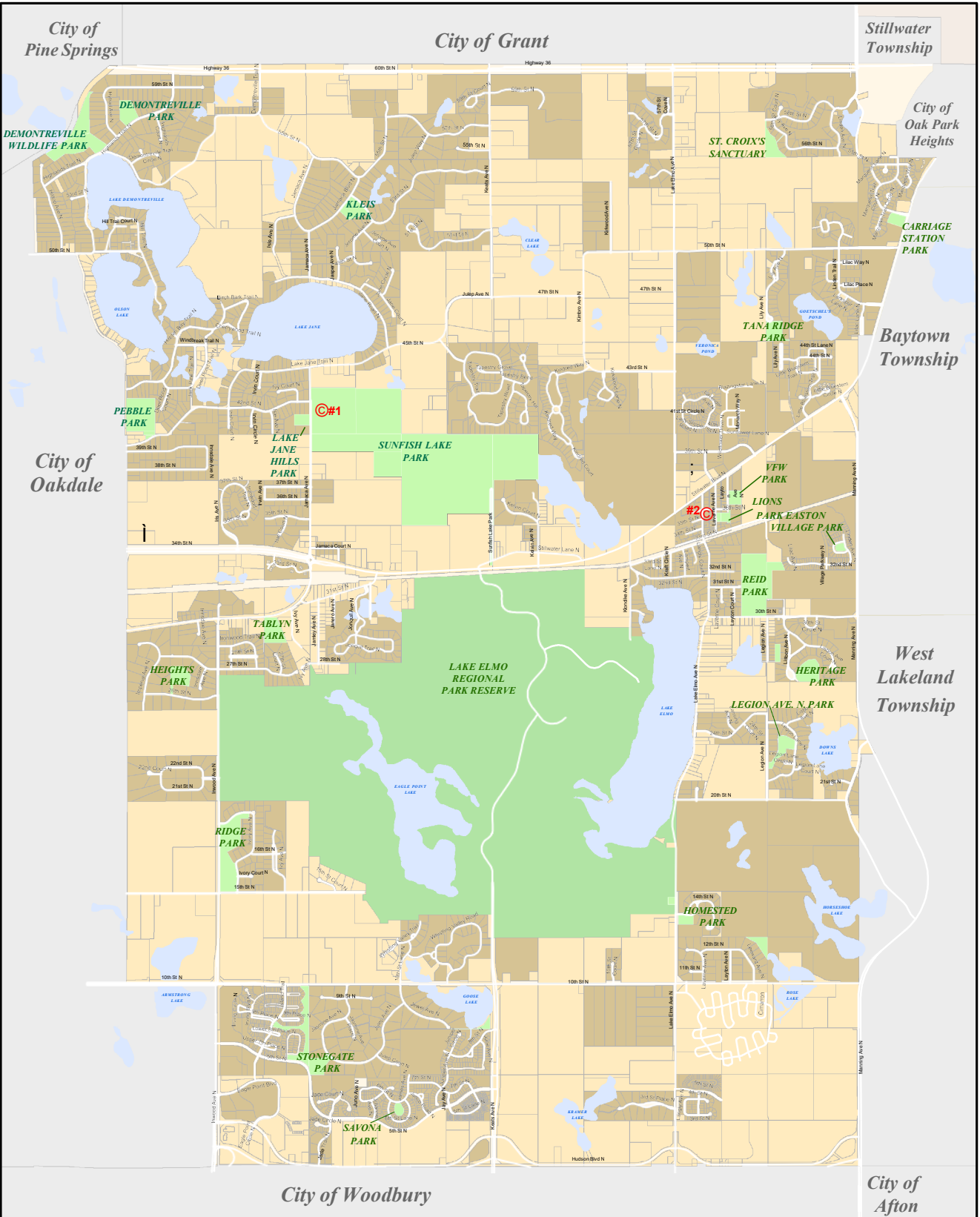
- Advices the City Council on issues regarding the development, improvements and Maintenance of the City's parks and trails
- Consist of 7 voting members; Members shall be appointed for 3-year terms so that only 1/3 of the appointments will expire on December 31 of each year.

# City Departments

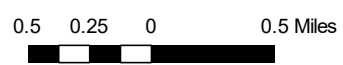


## ORGANIZATION CHART 2022





# Lake Elmo Street and Parks Map



Map Date: June 2018

Created By: Planning Department

- **City Hall**  
3800 Laverne Avenue N
- \* **Public Works Building**  
3445 Ideal Ave N
- Ⓢ **Fire Stations**  
Station No. 1  
3510 Laverne Ave N  
Station No. 2  
4259 Jamaica Ave N

- Carrige Station Park*
  - Demontreville Park*
  - Demontreville Wildlife Park*
  - Easton Village Park*
  - Heights Park*
  - Heritage Park*
  - Homestead Park*
  - Kleis Park*
  - Lake Jane Hills Park*
  - Legion Ave. N. Park*
  - Lions Park*
  - Pebble Park*
  - Reid Park*
  - Ridge Park*
  - St. Croix's Sanctuary*
  - Stonegate Park*
  - Sunfish Lake Park*
  - Tablyn Park*
  - Tana Ridge Park*
  - VFW Park*
- Marquess Trail N. and Stillwater Blvd N.
  - 5700 Highlands Trail N.
  - 7950 Demontreville Trail North
  - 26th St. and Imperial Ave.
  - 2700 Block of Lisbon Ave.
  - 14th St. and Lake Elmo Ave.
  - 5285 Jamaica Blvd.
  - Jamaica Ave. N. and Legion Lane N.
  - Legion Ave. N. and Legion Lane N.
  - 3525 Laverne Ave. N.
  - 8160 Lake Jane Trail N.
  - 11430 - 30th Street N.
  - 15th St. and Inwood Ave.
  - Lily Ave. and 58th St.
  - 750 Jasmine
  - 10000 Stillwater Lane N.
  - 8735 Stillwater Blvd.
  - 4525 Lily Ave.
  - 3675 Layton Ave.



# ABOUT COMMISSIONS AND COMMITTEES

## Commissions and Committees Role

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### Objective of Commissions and Committees

- City Council establishes Commissions and Committees to engage residents in city work and provide a variety of perspectives.
- City Staff support Commissions and Committees to ensure effective governance.
- Commissions and Committees do meaningful work for the community and residents.

### Supporting City Council

- Lake Elmo’s Commissions and Committees are established by the City Council and serve as advisors to the council.

Commissions and Committees are expected to support the City Council and serve at the discretion of City Council.

Commission Role	Not Commission Role
<ul style="list-style-type: none"> <li>• The Commission shall prepare, hold hearing on, and recommend to the City Council the plans, programs, and policies as it deems necessary.</li> <li>• The powers include but are not necessarily limited to studying and recommending to the Council the following:                             <ul style="list-style-type: none"> <li>○ Land acquisition for parks, trails, and recreational purposes</li> <li>○ Plan for major improvements in city parks and trails</li> <li>○ Rules and requirements for conduct of and in parks and recreational facilities</li> <li>○ Plan and program relating to the design and programming of city parks</li> <li>○ Development of a Capital Improvement Plan for the City’s parks and recreation system</li> <li>○ Annual work plan and other plans and programs</li> <li>○ Responsibilities as outlined on Ch 32</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Do not direct the work of City staff.</li> <li>• Do not take responsibility for financial performance of any city facility or program.</li> <li>• The Commission shall not be considered a park board under Minnesota Statutes and shall have no powers to acquire or lease land, employ personnel, enter into contracts or leases, or any similar powers authorized to a park board by Minnesota Statutes.</li> </ul>

## Key Players

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### Chair

- Lead meeting and facilitate Discussion
- Ensure bylaws are followed
- Maintain meeting decorum
- Facilitate development of annual work plan
- Consult with members regarding attendance issues
- Encourage participation by all members and the public

### Vice Chair

- Support the Chair as needed
- Performs the Chair duties if the Chair is unavailable

## City Code and Bylaws

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### **City Code:**

To locate City Codes citing Parks Commission see Appendix A.

### **Bylaws:**

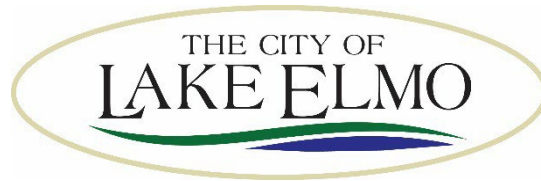
Rules established to regulate the Commissions and Committees, as allowed by the City Council. The City Council establishes and approves bylaws. For Parks Commission Bylaws see Appendix B.

## Annual Calendar

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### **Work Plan:**

Annual work plans ensure that the Commissions' initiatives are aligned with the City Council's priorities.



## **2021 Parks Commission Strategic Work Plan**

The City of Lake Elmo Park Commission has affirmed their overall goals to be:

- 1) ensure that our parks and trail system are constructed / maintained.
- 2) Provide recreational amenities that will attract more users of public lands as well as property tax payers to the City.
- 3) Create a safe environment in all our parks.
- 4) Serve as a reviewing body to make sure the “open space” character development is preserved in new developments.

With the broader priorities defined, the 2021 Park Commission Strategic Work Plan has been broken down into six segments: Planning & Policy; Park Development & Equipping; Maintenance & Refurbishing; Nature & Conservation; Park Awareness; and Finance. Status and Timeline (projected months in which project will be brought to Parks Commission meeting) are also indicated in order to better manage goals and objectives.

## Planning and Policy

### Assess future park needs.

Project	Specific Tasks	Status	Timeline
Work with the County on implementing the Central Greenway Trail Master Plan.	<ul style="list-style-type: none"> <li>Assist Washington County when necessary.</li> <li>Work with Washington County on funding opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Met Council has approved the master plan.</li> </ul>	(Ongoing) As road projects or other opportunities become available Staff will work to help develop segments of the trail
Development Review	<ul style="list-style-type: none"> <li>Continue to make recommendations on development applications with a focus on proper equipping of parks and available park funding.</li> <li>Have available 5 year CIP upon request</li> </ul>	Ongoing	Ongoing
By-laws for Parks Commission	<ul style="list-style-type: none"> <li>Review/amend as required.</li> </ul>	When Required	Ongoing
Park Use plan	<ul style="list-style-type: none"> <li>Visit each City park and outline the needs of the City and Neighborhood for amenities within the park. Apply findings to CIP.</li> </ul>	In Progress	2021
Look for Grant Opportunities	<ul style="list-style-type: none"> <li>Look for grant opportunities that aide in development of parks within the City.</li> </ul>	Ongoing	Ongoing

## Development & Equipping

### Begin work on approved projects (those in the Capital Improvement Plan or have received a form of funding approval).

Project	Specific Tasks	Status	Timeline
Dog Park	<ul style="list-style-type: none"> <li>Review City parks/land to determine where a dog park may be located.</li> </ul>	Beginning Conversation in 2023.	2023
City Trail Connectivity	<ul style="list-style-type: none"> <li>Identify trails within the City that can be connected to each other.</li> </ul>	In progress	2021/2022



## Maintenance & Refurbishing

Maintain and upgrading park facilities in a manner that increases park use for a relevant experience.

Project	Specific Tasks	Status	Timeline
New soccer and tennis nets, add benches and garbage cans.	<ul style="list-style-type: none"> <li>Public works to carry out maintenance.</li> <li>Trash can replacement</li> <li>Tree plantings</li> </ul>	Recommended by Public Works	2020
Pickleball	<ul style="list-style-type: none"> <li>Refurbish current tennis courts to accommodate pickleball.</li> </ul>	Ongoing and as requested.	2021
Park needs assessment	<ul style="list-style-type: none"> <li>To be completed by public works staff.</li> </ul>	In progress	Yearly
Reid Park	<ul style="list-style-type: none"> <li>Watch Trails – mulch may need to be brought in to fill soft spots.</li> </ul>	In progress	Spring 2021
City Trails	<ul style="list-style-type: none"> <li>The Public Works and Planning Department will be preparing trail maps and maintenance plans for the trails.</li> </ul>	2021	Ongoing
Sunfish Lake Park	<ul style="list-style-type: none"> <li>Work with MORC to maintain the single track trails.</li> <li>Submit grant for buckthorn removal</li> </ul>	Trail Planning Planning	Submit buck thorn grant 2021.

## Nature & Conservation

Mission Statement: To promote the open space character and commitment to the environment via nature observation amenities and targeted conservation programs.

Project	Specific Tasks	Status	Timeline
Sunfish Lake Forest Management Plan	<ul style="list-style-type: none"> <li>Continue to work and build off of the existing management plan.</li> <li>Submit grant for buckthorn removal</li> </ul>	In Progress	On going
City Wide buckthorn removal	<ul style="list-style-type: none"> <li>Identify areas where buckthorn is a problem and take measures for removal.</li> </ul>	In Progress	On going
Sally Manzara Nature Center	<ul style="list-style-type: none"> <li>Provide support as detailed in the agreement.</li> </ul>	In Progress	On going

## Park Awareness

Mission Statement: To promote the utilization of City Parks

Project	Specific Tasks	Status	Timeline
Resident Survey	<ul style="list-style-type: none"> <li>Survey residents on park amenities via new survey tool.</li> </ul>	As Required	Ongoing

## Finance

Mission Statement: To effectively spend parkland dedication funds to meet the objectives of each year's Strategic Plan of Work while maintaining a minimum fund balance of \$100,000.

Project	Specific Tasks	Status	Timeline
Update Capital Improvement Plan if needed to accomplish goals outlined herein.	<ul style="list-style-type: none"> <li>Reassess funding priorities as needed.</li> </ul>	As needed	April/May 2021
Provide Budget Updates as necessary	<ul style="list-style-type: none"> <li>Provide financials on park dedication fund upon request.</li> </ul>	As requested	Ongoing

# BOARD AND COMMISSION MEETING

## Types of Meetings

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### Regular Meeting:

- Regular Meeting shall be held on the third Monday of each calendar month at 6:30 p.m.
- Any regular meeting falling upon a holiday shall be rescheduled and posted appropriately to conform to State Open Meeting Laws.
- Meeting shall be held at the Lake Elmo City Hall, unless notice of the alternative location is given to the members and the public at least 3 days in advance of the meeting.
- All commissions meetings are open to the public.

### Special Meetings:

- Special Meetings of the Commission may be called at any time by the Chair or the Vice Chair, in the Chair's absence with 3 days advance notice to the public and to all the Commission members.

## Attendance

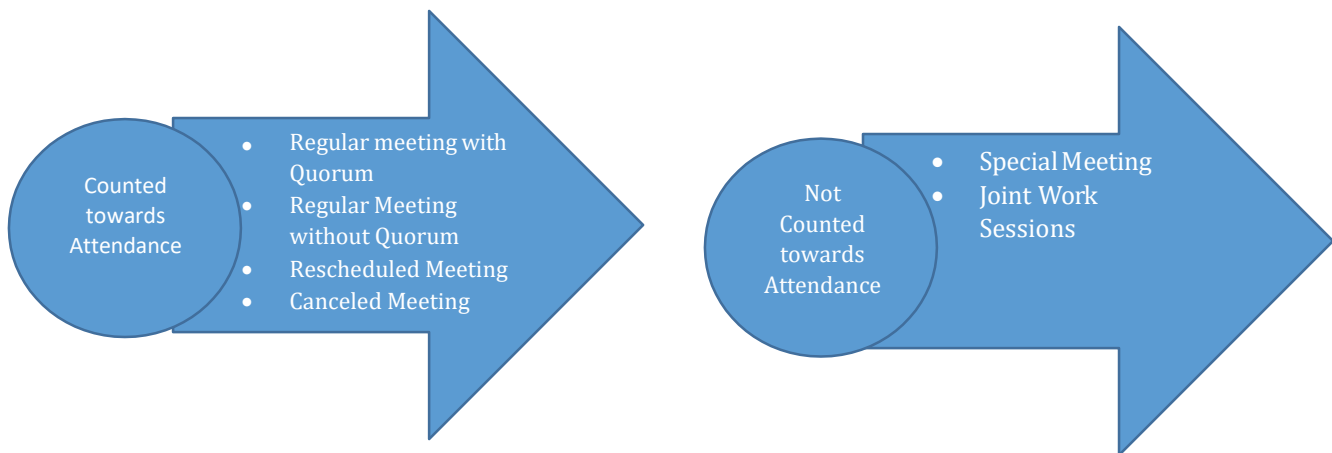
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### Attendance:

A record of attendance is maintained by the staff liaison. They are included with every meeting packet for individual monitoring.

### Attendance Policy:

Any member or alternative member may be removed by a majority of the Council, for cause. Cause shall include but not limited to having more than 3 consecutive absences or being absent from more than 1/3 ~ 33% of the meetings in any 1 year calendar year.



## Quorum and Voting

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**Quorum** – A majority of seated voting members (Present)

- Quorum consist of 4 members
  - When members are not at a public scheduled meeting they must avoid discussing or responding to City business when there are more than two members involved with the conversation.
  - Doing so can easily constitute a violation of the State’s open meeting laws.
  - Members must abide by all aspects of the open meeting law including serial meeting and electronic communication.

**Voting:**

- If any member has a personal interest of any kind in the matter before the Commission, the member shall disclose the interest and be disqualified from voting upon the matter. – **It shall be record in the minutes that no vote was cast by the member.**
  - The member abstains from the vote.
- Each member attending any meeting shall be entitled to one vote.
- Voting shall be by voice.

## Meeting Packet

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Each meeting packet contains:

- Agenda
- Draft Minutes
- Reports and Recommendations
- Correspondence
- Relevant background information for the meeting

Meeting packages must be sent out 3 days in advance to the scheduled meeting, **it is paramount that you review the meeting packet and are prepared prior to the meeting.**

## Agenda

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<p><b>Proceedings:</b></p> <ul style="list-style-type: none"><li>I. Call to Order</li><li>II. Pledge of Allegiance</li><li>III. Public Comment for non-agenda items</li><li>IV. Approve Agenda</li><li>V. Approve Minutes</li><li>VI. Action Items<ul style="list-style-type: none"><li>a. Public Comments, by approval of the Chair</li></ul></li><li>VII. Items for upcoming meetings</li><li>VIII. Adjournment</li></ul>	<p><b>Agenda:</b></p> <ul style="list-style-type: none"><li>• The City Administrator or an Appointed designee shall advise the Chairperson of any matters the Commission must consider by Council directive, ordinance, or statute and shall have prepared and supply a written agenda of all meetings to all Commission members, the Council, and the public no less than 3 days before each meeting.</li></ul>
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## Minutes

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Minutes constitute a vital record of the city and are the best means of preserving Council intent, findings of facts, and action. – **The Staff Liaison must keep a minute book.**

### Minutes Must Include:

- I. The Commission/Committee members who are present
- II. The type of meeting (regular, special, continued, closed)
- III. Date and place of meeting
- IV. Time the meeting was called to order
- V. Approval of minutes of the previous meeting, with any corrections
- VI. The members who make or second a motion
- VII. A record of all members and their vote for any roll call votes
- VIII. The subject matter of all proposed resolution or ordinances
- IX. Whether any resolution or ordinance is approved or disapproved by vote of the Commission/Committee
- X. The votes of each member voting and any Member not voting
- XI. A statement of the findings of fact and an explanation of Commission/Committee action, including specific reasons for approval and disapproval of specific resolution or ordinances, on all land use licensing matters
- XII. The name of all citizens appearing before the Commission/Committee during the public comment period along with a brief summary of the subject matter of their comments

## Rules of Procedure (Robert's Rules of Order)

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### General Principals:

- Only one subject (main motion) is before the group at one time.
- Negative motions are generally not permitted; the motion needs to be phrased as a positive action, if the Commission/Committee does not want to take action the motion can be voted down.
- Only one member speaks at a time; each speaker should first be recognized by the chair before making their motion.
- Each item is presented for full debate; each member speaks once until all members have had an opportunity to speak.
- All members have equal rights; the rights of the minority are protected and heard, but the will of the majority prevails.

### Steps to a motion

- Members address the chair and the chair recognizes the member.
- Member states motion "I move to recommend the policy."
- Another member seconds the motion "I second."
- Chair repeats motion to the Commission.
- Motion is discussed by group.
- Members can make subsidiary motions that assist the group in disposing of the main motion. " I move to table this discussion to the next meeting."
- Members vote on the subsidiary motion.
- If applicable, members vote on the main motion.
- Chair announces the results.

### Subsidiary Motions (Actions on the first motion)...

To Accomplish this...	Use this Motion...
Avoid taking a direct vote on a motion	Postpone indefinitely
Change the wording of the motion	Amend
Have a Committee discuss a motion in detail and come back with a recommendation	Refer to Committee
Discuss a Motion latter in the meeting, or maybe put it off until your next meeting	Postpone to a definite time
Provide for a certain amount of time for discussion of the motion, either for the subject matter or for each speaker	Limit or Extend limits or Debate
End Debate on the motion and vote now	Close Debate
Stop dealing with the motion temporarily until a majority decides to resume it	Table

## COMMUNICATION

### Open Meeting Law

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#### Why it exist:

- Prohibits actions from being taken at a secret meeting where it is impossible for the interested public to become fully informed concerning decisions of public bodies or to detect improper influences.
- Ensures the public's right to be informed.
- Afford the public an opportunity to present its views to the publicbody.

#### To Comply:

- Provide public notice of the meeting a minimum of three days inadvance
- Hold meeting in public places.

### Communication with City Council

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When presenting recommendations to City Council it is essential that Commissions and Committees keep the following in mind:

- Recommendations should be in written form, typically found in the record of the minutes.
- Ideas should be expressed in clear and concise language.
- Proposed solutions should be viable and cost-effective.
- Recommendations should identify reasons for the change suggested.
- Advice should reflect the views of a consensus or a majority of Commissions and Committees members.

**Role of Staff Liaison-** One of their primary roles is to assist in the delivery of information between the Commissions and Committees to the City Council and vice versa.

**Communication tools-** City Council has limited time to discuss matters and it's important for all the members to receive the information. Due to the time restraints Commissions and Committees have five primary tools for communication.

<b>Meeting Minutes</b>	Meeting minutes are intended to give members a record of Commission/Committee proceedings.
<b>Joint work Sessions</b>	Joint work sessions may be held at least once a year. This is an opportunity to update the Council on Commission's work plan.
<b>Annual Work Plan</b>	Annual work plans process enables Commissions to share their goals for the upcoming year.  Council will assign each work plan item a Council priority.
<b>Staff Reports</b>	Staff reports are prepared by staff to forward a regulatory item or other goal from the Commission's approved work plan a City Council meeting for approval or direction.
<b>Advisory Communication</b>	Advisory Communication is prepared by the Commission members under the direction of the Commission.  This is used when the Commission wants to give input on an issue but due to timing or the nature of the issue, and meeting minutes are deemed insufficient.

## Communication with the Public

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Members are expected to engage in Communication with the public in a respectful manner, they should listen to the speaker, be accountable for their actions, take risk (be genuine), and finally be open with those you are communicating with.

The governing body will provide (2) opportunities for public comment during the meeting. First, an opportunity will be given at the onset of the meeting for general comment; second, opportunity will be given to speak on an agenda item at the time the governing body addresses the item.

Citizens wishing to speak must sign in and provide their request to the Council, Commission, or Committee Clerk for distribution to the Mayor / Chair. Upon being recognized, you should proceed to the lectern and state your name, address and topic to be discussed. You will be given (6) minutes to speak. **The Mayor/Chair may interrupt or terminate a citizen's statement when it is too lengthy, personal, insulting, abusive, obscene, or slanderous. Any person acting in an unruly manner may be asked to leave the meeting.**

**When a group of persons wishes to address the Council on the same subject matter, they may choose a spokesperson to address the governing body.**

## Media Policy and Communication Guidelines

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The Staff Liaison will work with the city's Communication Department or with the City Administrator to coordinate and approve any:

- Public announcements
- Press release
- Media inquires
- Articles and City publications
- Social Media post
- Marketing and graphic design request

## ETHICAL AND RESPECTFUL CONDUCT

### Conflict of Interest

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A public officer, who has authority to take part in making any sale, lease, or contract in his or her official capacity, shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially from it. The term “public officer” certainly includes mayors, councilmembers, or other elected officials. It also may include appointed officers and employees who have influence over the decision-making process.

#### Members who have a conflict of interest must:

- Disclose the conflict of interest to the group.
- Abstain from discussing or voting on the matter.
- **Any Council member, board, or commission member who willfully conceals their interest as described in this section shall be guilty of a misdemeanor.**

### Gifts

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- Members may not receive gifts from any “interested person” in conjunction with their Commission duties.

### Respectful Behavior

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#### Members should strive to:

- Respect others
  - Assume people are honest, don't shame or blame others, no talking about people not present, and respect residents and the city and the city staff.
- Listen
  - No interruptions, ask clarifying not interrogating questions, Use “I” statements not “You.”
- Accountability
  - Participate to the best of your abilities, be responsible for making sure voices are heard, be accountable to your words, hold other accountable, be responsible for your actions.
- Take Risk
  - Be authentic, not be hostile or harassing others.
- Personal Reaction
  - Council members should not take things personally, and focus on the ideas being expressed.

#### Members should avoid:

- Speaking over or cutting off another individual's comments.
- Insulting, disparaging, or putting down people or their ideas.
- Bullying other members by displaying a pattern of belittling, demeaning, judging, or patronizing comments.

**Violence or the threat of violence will not be tolerated .**

**The Chair or Staff Liaison can call for the removal of anyone who threatens or commits an act of violence.**

# Appendix A

## CITY OF LAKE ELMO COUNTY OF WASHINGTON STATE OF MINNESOTA

### ORDINANCE NO. 08-217

**SECTION 1.** The City Council of the City of Lake Elmo hereby amends Title III, Chapter 32, City Organizations, Sections 32.080-32.097, Parks Commission by amending the following language:

#### **§ 32.080 ESTABLISHMENT.**

A Parks Commission of the city is hereby continued.  
(1997 Code, § 225.01)

#### **§ 32.081 PURPOSE.**

The Parks Commission is established to review and make recommendations to the Council on the future development of city parks, including the establishment of and improvements to the parks, and to make recommendations to the Council on policies governing the maintenance and public use of the parks within the city.

(1997 Code, § 225.02) (Am. Ord. 08-092, passed 10-15-2013)

#### **§ 32.082 COMPOSITION.**

The Parks Commission shall consist of 7 voting members. The members shall be appointed by the City Council for a 3-year term. . Appointment to an additional term(s) will be considered with the available applicant pool. In its discretion, the City Council may adjust the lengths of terms of office for Parks Commission members so that no more than one-half of the terms expire in any given year.

(1997 Code, § 225.03) (Am. Ord. 97-148, passed 2-15-2005; Am. Ord. 08-038, passed 1-25-2011)

#### **§ 32.083 QUALIFICATIONS.**

. Each member shall be a resident of the City and wherever possible, Commission members should represent all geographical areas of the city and a cross-section of the population of the city at the time of appointment.

(1997 Code, § 225.04)

#### **§ 32.084 REMOVAL.**

Any member may be removed by a majority vote of the Council, for cause. Cause shall include but not be limited to having more than 3 consecutive unexcused absences or being absent from more than 1/3 of the meetings in any 1 calendar year. The Council may consider exceptional circumstances when applying this rule.

(1997 Code, § 225.05)

#### **§ 32.085 OFFICERS.**

The Commission shall elect a Chairperson and a Vice Chairperson, from among its appointed members at the beginning of the New Year, for a term of 1 year. The Chairperson shall preside at all meetings of the Commission, if present, and shall perform all other duties and functions assigned by the Commission or the Council. The Vice Chairperson shall perform these duties in the absence of the Chairperson. If a vacancy occurs in the Chairperson's office, the Vice Chairperson shall assume the Chairperson's duties for the remainder of the year; and a new Vice Chairperson shall be elected by the Commission at a special election to be held at the next



regularly scheduled Commission meeting.  
(1997 Code, § 225.06)

(1997 Code, § 225.07)

### **§ 32.086 MEETINGS.**

(A) The first available meeting of the New Year, with a quorum, shall be devoted to the election of officers and other business as scheduled.

(B) Regular Commission meetings shall be held monthly, or more often as required. The time and place of all regular meetings shall be posted in the City Hall. The chairperson may call special meetings following three days' posted notice at the City Hall.

(C) No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date. A regular meeting may be canceled or rescheduled by the Chair if there are no scheduled agenda items on the Thursday prior to the meeting. All action taken by the Commission shall be by the affirmative vote of a majority of the members present. (1997 Code, § 225.09)

### **§ 32.087 QUORUM.**

A meeting can be conducted if 4 members of the Commission are present  
(1997 Code, § 225.11) (Am. Ord. 97-114, passed 9-17-2002)

### **§ 32.088 VOTING.**

Each member attending any meeting shall be entitled to cast 1 vote. Voting shall be by voice vote. If any member has a personal interest of any kind in the matter then before the Commission, the member shall disclose this interest and be disqualified from voting upon the matter. The Secretary shall record in the minutes that no vote was cast by the member. .  
(1997 Code, § 225.12)

### **§ 32.089 RULES OF PROCEDURE.**

All meetings of the Commission shall be conducted in accordance with the Revised Robert's Rules of Order.

(1997 Code, § 225.14)

### **§ 32.090 RECORDS.**

Each formal action of the Commission shall be embodied in full upon the minute book as a formal motion or resolution after an affirmative vote as provided in this section. The minutes of each meeting shall be approved at a future meeting. The recommendations and findings of the Commission shall be presented to the Council at the next regularly scheduled Council meeting. The records of meetings and actions and recommendations shall be transmitted to the City Clerk for keeping and distribution.

(1997 Code, § 225.16)

### **§ 32.091 TRAINING.**

Commission members shall be encouraged to avail themselves of training courses offered by the city, the state, and other government and public training agencies and the Council shall budget for the reimbursement of expenses incurred in training each year.

(1997 Code, § 225.17)

### **§ 32.092 POWERS AND DUTIES.**

(A) The Commission shall prepare, hold hearings on, and recommend to the Council the plans, programs, and policies as it deems necessary to carry out the purposes of §§ 32.080 *et seq.*

(B) The powers shall include but not necessarily be limited to studying and recommending to

the Council on the following:

- (1) Land acquisition for park, trails, and recreation purposes;
- (2) Plans for major improvements in city parks and trails;
- (3) Rules and requirements for conduct of and in parks and recreation facilities;
- (4) Plans and programs relating to the design and programming of city parks;
- (6) Development of a Capital Improvement Plan for the City's parks and recreation system;
- (7) Annual Work Plan; and
- (8) The other plans and programs as may be assigned from time to time.

(C) The Commission shall not be considered a park board under Minnesota Statutes and shall have no powers to acquire or lease land, employ personnel, enter into contracts or leases, or any similar powers authorized a park board by Minnesota Statutes.

(1997 Code, § 225.18)

**SECTION 2. Effective Date.** This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

**SECTION 3. Adoption Date.** This Ordinance 08-XX was adopted on this \_\_\_\_\_ day of 2018, by a vote of Ayes and Nays.

## Appendix B



**City of Lake Elmo**  
**Parks Commission Bylaws**  
*Approved by the City Council, July 2, 2019*

### Section 1. Name.

- A. The name of this Commission is the Lake Elmo Parks Commission, hereinafter called the “Commission.” Beyond the by-laws, the Commission is also regulated by Chapter 32 of the City Code.

### Section 2. Purpose and Mission.

- A. The purpose of the Commission is to advise and provide recommendations to the Lake Elmo City Council on needs, investments, redevelopment, and community involvement as it pertains to the parks, trails, and recreation facilities within the City of Lake Elmo. A comprehensive list is further outlined in City Code Section 32.092.
- B. The mission of the Commission will to provide planned, quality public services consistent with the City’s character in a fiscally responsible manner.

### Section 3. Officers and Duties.

- A. The Commission shall have a chair and vice-chair. The term of office shall be one year and determined by election at the first meeting of the year.

#### Chair

- A. The chair shall organize and lead all meetings of the Commission.
- B. The chair will lead the development of the Commission work plan, implementation of the long-range plan and list of annual priorities for approval by the Commission and by the City Council.
- C. If required, the Chair shall represent the Commission among other City Commissions and at City Council meetings.
- D. The chair shall represent the Committee as needed in dealings with outside agencies and organizations on matters pertaining to Park and Recreation activities.

#### Vice-Chair

- A. The vice-chair shall act as an aide to the chair in fulfilling his/her duties as chair.
- B. In the absence of the chair, the vice-chair shall assume the duties of the chair.

#### Liaison

- A. The Liaison shall be a member from the hired City Staff whose duties are to prepare reports and present information about specific items being discussed on the advertised agenda. Responsibilities also include the provision of recommendations from a Code perspective and to furnish reports containing the recommendations of the Commission for consideration by the City Council.
- B. Minutes of each Commission meeting shall be prepared by the City Clerk or his/her designee and delivered to each member of the Committee at the subsequent meeting.

#### Duties.

All Commission Members are responsible to:

- A. Fulfill the expectations of Section 32.092 of the Lake Elmo City Code.
- B. Attend and participate in regular and special meetings in order to carry out the mission and duties of the committee;
- C. Express oneself, clearly and concisely, both orally and in writing, with tact, diplomacy and good judgment;
- D. Establish and maintain effective public relations when representing the Commission and the City;
- E. Keep themselves up to date on the City Code and Policies related to Parks.
- F. Have an understanding that they represent all Lake Elmo residents and make recommendations on their behalf, to the best of their ability.
- G. Participate in any subcommittees to which they may be appointed.
- H. Commission members are strongly encouraged to perform site visits (if appropriate) to the location of the agenda item that will be discussed.
- I. Each member is required to cast a vote either recommending approval, denial, or abstention.



#### **Section 4. Meetings.**

- A. Regular meetings shall be held on the third Monday of each calendar month at 6:30 p.m. Any regular meeting falling upon a holiday shall be rescheduled and posted appropriately to conform to the State Open Meeting laws. Meetings shall be held at the Lake Elmo City Hall, unless notice of the alternate location is given to the members and the public at least 3 days in advance of the meeting. All Commissions meetings are open to the public.
- B. Special Meetings. Special meetings of the Commission may be called at any time by the chair or the vice-chair, in the chair's absence with 3 days advance notice to the public and to all Commissionmembers.
- C. Meetings shall proceed and be conducted following Roberts Rules of Order.
- D. If a resident chooses to speak during a meeting the Chair shall allow them 6 minutes to state their stance to the Commission. During that time the Chair shall also request the individual to state their name and address. When speaking, transferring minutes from one speaker to another to increase another's allotted time to speak is not permitted.

#### **Quorum.**

- A. Four (4) members shall constitute a quorum.
  - i. When Members are not at a public meeting they must avoid discussing or responding to City Business when there are more than two members involved with the conversation. Doing so could easily constitute a violation of the State's open meeting laws. Members must abide by all aspects of the open meeting law including serial meetings and electronic communications.

#### **Section 5. Order of Business.**

##### **Order Established.**

Each regular meeting of the Commission will convene at the appointed time and place. Commission business shall be conducted in the following order:

- A. Call to Order
- B. Pledge of Allegiance
- C. Public Comment for non-agenda items
- D. Approve Agenda
- E. Approve Minutes
- F. Action Items
  - i. Public Comment, by approval of the Chair (specific to the action item).
- G. Items for upcoming meetings
- H. Adjournment

#### **Section 6. Notes to Order of Business.**

##### **Agenda.**

- A. If a Commission member wishes to add an item to the agenda they must contact City Staff the Tuesday of the week before the meeting to make the request.

**Reports.** The following is the order that agenda items should be presented and discussed.

- A. Introduction of item.
- B. Report by Staff or other presenter.
- C. Questions from Commission to presenter.
- D. Address questions/comments to applicant/presenter.
- E. At the discretion of the presiding Officer, a public comment period may be held. Each member of the public shall state his or her comments within a time period of 6 minutes. The Commission shall not interrupt or interact until public comments are completed.
- F. After steps D. and E. the Commission shall enter into a discussion which may include follow up questions to Staff or the Presenter.
- G. Following discussion the Commission may make a motion, followed by a second. Additional discussion may occur before a vote is taken. The results of the vote are announced by the Chair.

**Public Comment.** At the discretion of the presiding officer, there may be a public comment period.



- A. A limited forum maybe be provided for members of the public to speak with the Commission on each agenda. Public comments during the public comment period are subject to the following limitations:
  - a. Speakers must be recognized by the presiding officer before speaking and are limited to 6 minutes for comment. Speaking time shall not be passed from one person to another with the intent of increasing speaking time;
  - b. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The presiding officer may request speakers to appoint a spokesperson;
  - c. The Chair should request speakers to sign up prior to speaking and provide their name, address, and a brief summary of the subject matter which they wish to address. The sign-up sheet will be available at the start of the Commission meeting;
- B. Commissioners shall not interrupt or interact with the public during the public comment period. This forum is not intended to serve as a back and forth discussion. Furthermore, the Commission will only discuss items that are on the agenda.
- C. If a topic is brought up during the public comment period which was not on the agenda, the Commission may direct Staff to add it to a future meeting agenda.

**Section 7. Amendments.** Amendments may be made to the By-laws for the Commission so long as the request is established on an agenda for a regular meeting. These bylaws and amendments thereto are subject to approval by the City Council.

# Chapter 6: Parks, Trails & Open Space

Play, Recreation & Preservation





## INTRODUCTION

The City of Lake Elmo has a well-established reputation for exceptional parks, recreation, and open space intrinsic to the City’s rural landscape. Residents often point to these natural amenities as key factors that make the City a desirable place to live, work and recreate. Throughout this planning process, residents, stakeholders, Advisory Panel members, and policy makers have consistently identified the parks, trails and open space system of the City as the single most defining characteristic of Lake Elmo. Whether you are cross-country skiing in Sunfish Lake Park, fishing in Lake Elmo, or playing a game of baseball at Lion’s Park, there is something for everyone. As a historically rural residential community, the quantity of protected parklands, open space, and natural resources for the greater public is a unique quality of the community that is not commonly found in a place so close to a major metropolitan area. Prioritizing this system as a significant part of the community’s identity—coupled with the growing interest and popularity of outdoor recreation and healthy lifestyles—means that the City has the opportunity to shape and create a distinct lifestyle for those who choose to live and work in Lake Elmo now and for generations to come.

6-1

Oftentimes such an expansive network of parks, open space, and natural areas can be overwhelming for a community of Lake Elmo’s size to manage and maintain at a high-quality standard due to time and expenses often necessary to support such a system. Lake Elmo is fortunate to have an attractive regional park that is managed and maintained by Washington County, which makes up more than 84% of the protected park lands in the City and serves as the core of the City’s outdoor recreation and park offerings. The County currently manages 2,178.9 acres of natural woodland, meadow, wetlands, lakes, and passive recreational uses in Lake Elmo Park Reserve. Approximately 80% of the land inside the regional park is protected for natural resource preservation. The remaining land in active use provides a wide range of programming through all four seasons, including multiple trail uses, camping, boating, and picnicking. Lake Elmo Park Reserve attracts visitors from all over the metro area and obviously provides a unique benefit to Lake Elmo’s residents due to its accessibility and contribution to the greater Parks, Trails and Open Space (PTOS) network of the community.

In addition to the Regional Park, the City locally maintains a large system of parks and trails of varying sizes and uses. As the community grows, park, trail and open space development and management will continue to be a top priority for existing and incoming residents to ensure the system remains a defining characteristic of the community for future generations.



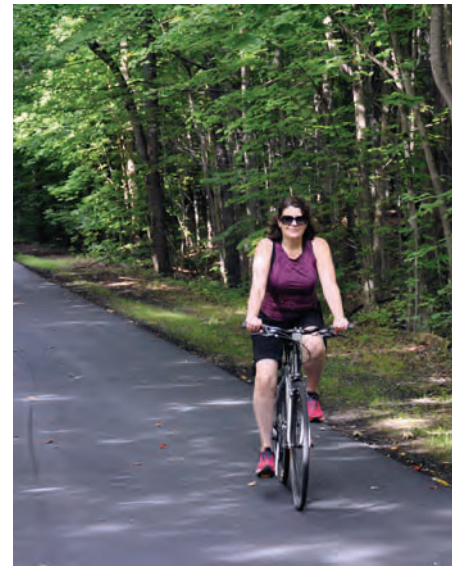
## 2040 Parks, Trails & Open Space (PTOS) – What’s to Come

- » Lake Elmo enjoys an established legacy and reputation for valuing parks and open space as an important part of the community.
- » Regional parks and trails will continue to be a significant asset for the community.
- » Strategies are outlined for City-wide PTOS planning, the addition of new parks and facilities, a connected trail system, and natural resource preservation.
- » A proposed Greenway Network will provide a connected framework for future recreation and protected natural areas and serve as Resilient Infrastructure for the City.

## Changes from the 2030 Plan

A principle objective of this planning process focused on refining and synthesizing information contained within the 2030 Comprehensive Plan and preparing an updated 2040 Plan that is more concise, clear, and directive about the City’s goals and objectives for its future. This is particularly relevant to the City’s PTOS system, because it is such a significant part of the City’s past identity and is planned to continue as a defining attribute into the future. The 2030 Plan included a Parks Chapter, titled the “Comprehensive Park and Recreation Plan” (Parks System Plan) that was independent from the Trails Chapter, titled the “Comprehensive Trails Guide Plan (Trail System Plan). Both Chapters were extremely detailed about each system and provided specific programming, maintenance, and management inventories and recommendations that are more detailed than is necessary in a Comprehensive Plan. Furthermore, the Chapters did not work together. Rather, they were structured to detail the individual system rather than describe a cohesive Comprehensive Plan for the full PTOS system of the community. As such, this Chapter is now intended to function at a higher level of detail to more clearly demonstrate the interconnected quality of the PTOS system. The details of each system are then provided for within separate supporting System Plans for each of the components. For example, the 2030 Parks System Plan will evolve into a an updated Parks System Plan that will implement this Chapter of the 2040 Comprehensive Plan, much like an updated Zoning Ordinance is part of the implementation of the Future Land Use Plan.

6-3



## IMPACT OF A CHANGING COMMUNITY

As described throughout this Plan, the City is planning for growth in key areas of the community through this planning period. This growth is planned primarily in areas that will have urban services and is described in the Future Land Use Plan contained in Chapter 3. The anticipated land use changes reflect how the community is forecasted to grow and where growth is expected. Proposed land use informs demand for future recreation and natural resource needs. Planning for the parks, trails and open space within the City should therefore both influence and respond to the changing land use patterns. (See Map 3-3. Future Land Use Plan).

The forecasted population in the community is expected to rise to approximately 18,200 people by 2040, and that growth is anticipated to include families, young professionals, and seniors each with differing demands and needs from the PTOS system. This Chapter provides a guide for the future improvements and expansion of the PTOS system based on the planned changes as described in Chapters 3 and 4 of this Comprehensive Plan.

6-4

This Chapter—perhaps more than any other—should be a living document, because the types of improvements and additions to the PTOS system will be dependent and correlated to the development that actually occurs. For example, a new senior apartment complex could be constructed in one of the mixed-use areas along I-94, which would create different demands on the PTOS system compared to the same property if it were developed with a market-rate apartment complex that provides living opportunities for all ages.

Changing land use and development also impacts the areas of natural open space and potentially threatens the quality of the land, habitat, and biodiversity of the community if proper planning is not implemented. Identifying areas that benefit most from protection and preservation should also influence decisions about land use as these areas contribute to a high-quality well-connected PTOS system.

*PTOS Goal #5. Explore opportunities to improve the quality of degraded, but important, natural resources in the City (i.e. impaired lakes, streams and wetlands).*

- Chapter 1: Vision, Goals & Strategies



## Recreation, Age and Culture

A critical component to consider when planning for the future of the PTOS system is the City's socio-economic and demographic trends that will impact the types of improvements and acquisitions to the system that will best serve the community for generations to come. A high-quality PTOS system provides for recreation and enjoyment of the outdoors with facilities and activities that appeal to all residents. It is important to offer a diverse mix and to understand that some park activities are generally associated with specific age or cultural groups.

The Housing Chapter and Background Report (Appendix A), describe the City's current demographic and socio-economic trends. Generally, the community has higher percentage of families and children than Washington County and the metro area. As the City grows and evolves, it will be essential to understand who is moving into the community and what the target market of new developments is so that the PTOS system can expand and grow to accommodate the needs of future residents.

*PTOS Goal #6. Identify natural areas in the community that may warrant further investigation of potential protection as areas of the community develop.*

- Chapter 1: Vision, Goals & Strategies



## EXISTING PARKS, TRAILS & OPEN SPACE

The City’s existing PTOS system serves a wide range of uses, programs, and purposes. From organized sports to casual play, and from passive natural preservation to structured recreational activity, the system is a positive resource for residents to participate individually or gather for community outdoor experiences.

All of the parks, trails and open space in the City’s system share a common goal of high-quality recreation and stewardship. Individually, each park has its own role related to its location, character, size, and setting. Likewise, each trail—whether private or public—plays a role related to its purpose and setting. Open space, whether part of a public park or protected as part of a conservation easement, also contributes to the system by protecting natural resources and viewsheds. Together, the PTOS system should be well-rounded and diverse with the experiences it provides its citizens and users. The current inventory of the PTOS provides a good base for which the City can build on with guidance provided in Chapter 1: Vision, Goals & Strategies.

Map 6-1 illustrates the existing parks and open space in Lake Elmo. An inventory of facilities in the Parks system can also be found at the end of this Chapter.

6-6

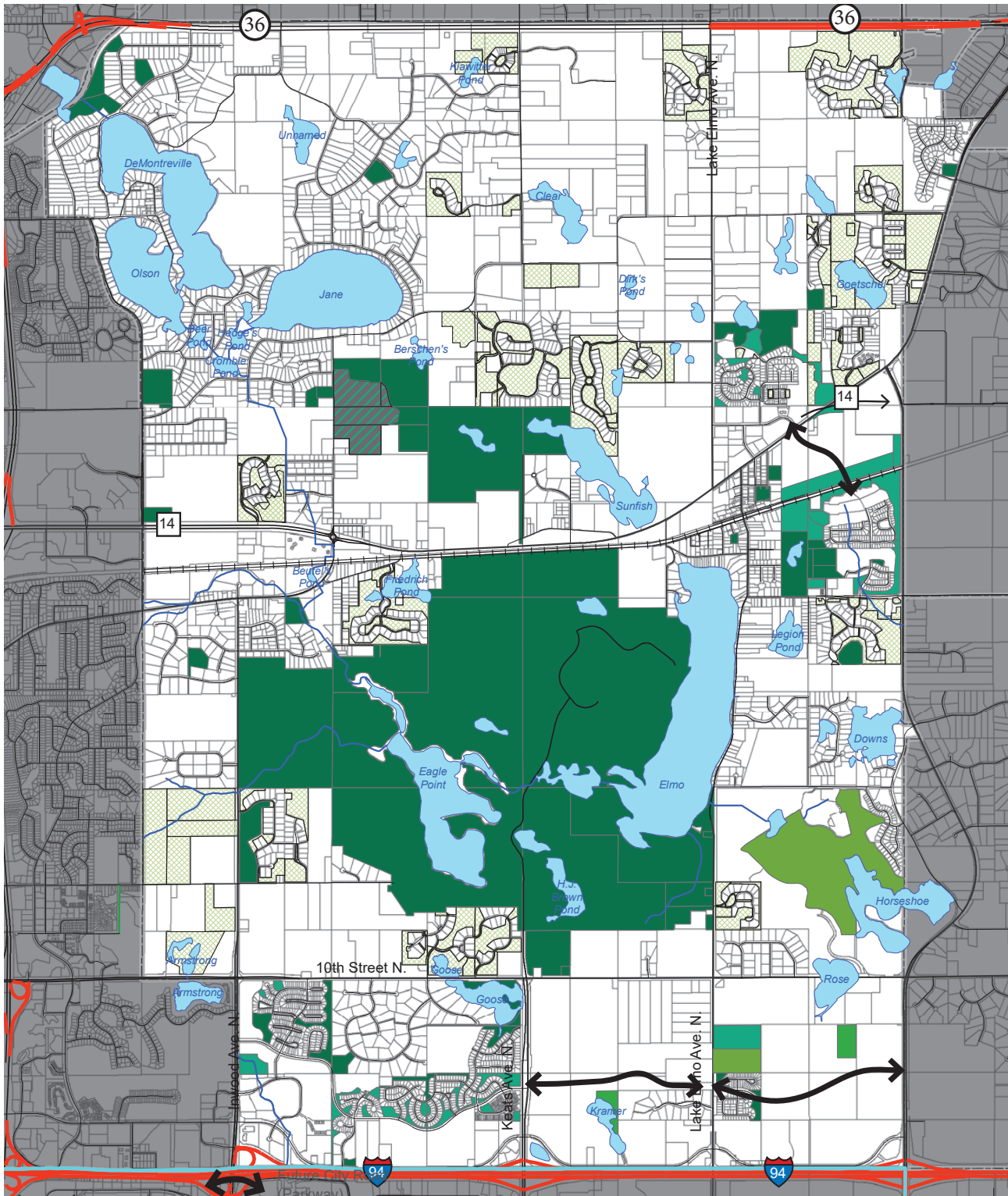
The Parks, Trails and Open Space System in Lake Elmo comprises a variety of land with different typologies, uses, jurisdictions, and management. These include state-managed recreational resources, popular regional parks, and locally-managed city parks. The collection of these lands as a whole contributes to the overall effect and quality of outdoor natural and recreational resources available to residents. The typologies of the various lands that contribute to the PTOS system in Lake Elmo are described in more detail to follow.



*PTOS Goal #1. Enhance existing natural resources, open space and trails to make a more complete system.*

- Chapter 1: Vision, Goals & Strategies

Map 6-1. Existing Lake Elmo Parks and Open Space



6-7

- Legend**
- Golf Course
  - Park/OS
  - Closed Landfill
  - Conservation Easements
  - Future City Road (Parkway)

Source: MNGEO, Washington County, City of Lake Elmo  
 Draft 5.2.2018



## Park & Open Space Typologies

A classification system identifying the types of parks that make up the PTOS system is a valuable planning tool. Such a system provides the common language needed to describe and differentiate park lands and the variety of purposes each serves. Standards for parks and open space were originally established in the 2020 Comprehensive Plan and refined based on the classification system established by the National Recreation and Park Association (NRPA). In the 2030 Comprehensive Plan, standards were further refined and developed within the parks system as a starting point for identifying general park development of varying types. Now, in the 2040 Plan, the standards are again updated to address a more comprehensive system regardless of ownership, since ownership does not necessarily correlate to the benefits each component brings to the system.

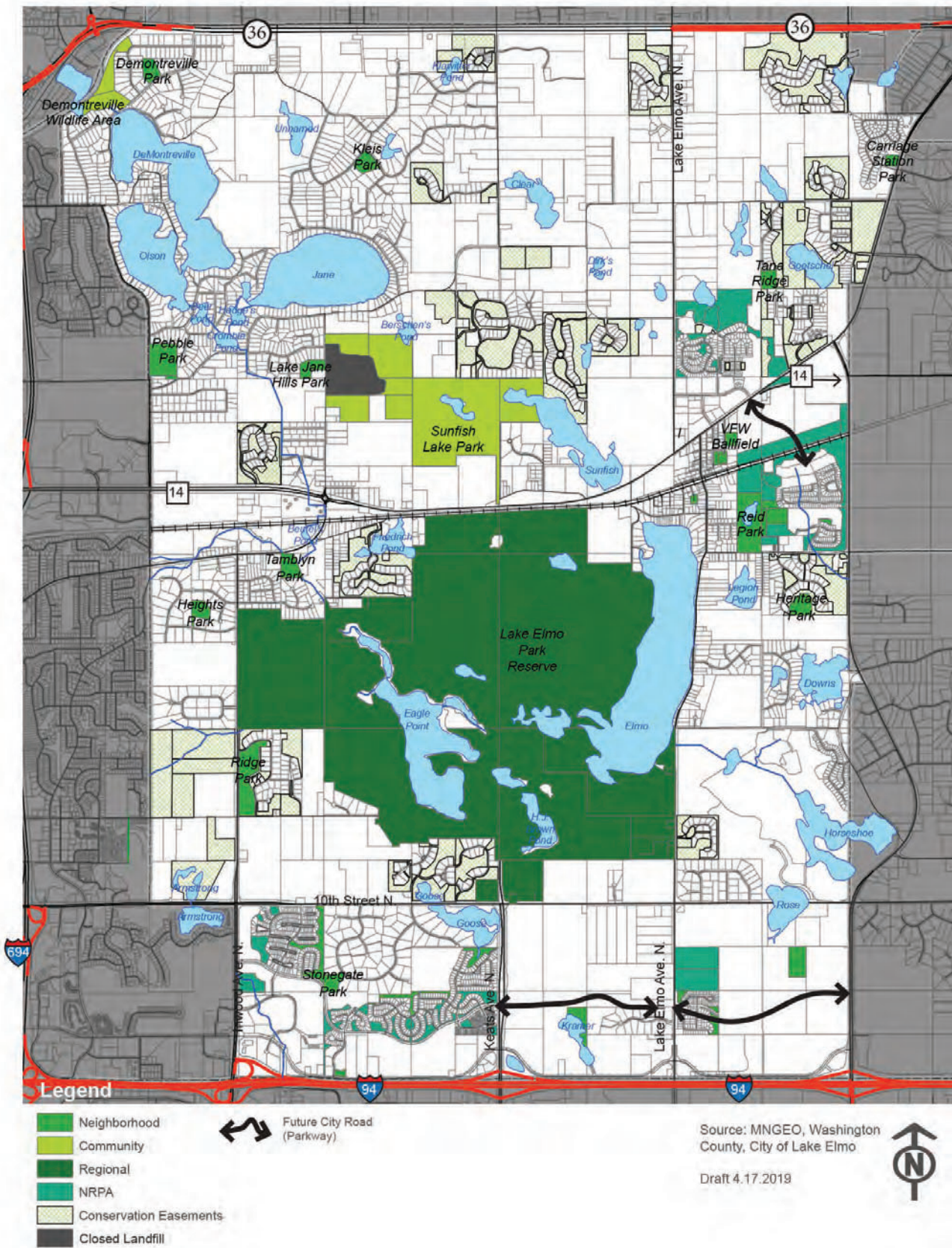
The Lake Elmo Parks System comprises these park typologies:

- **Regional Park** – park of regional significance offering outdoor recreation to the metropolitan area
- **Community Park and Facilities (including Special Use and Sports Complex)** – parks offering more significant or unique uses that benefit all City residents
- **Neighborhood and Pocket Parks** – smaller parks offering more common and highly-used facilities to immediate area residents
- **Natural Resource Protection Areas** – natural landscape recognized or designated to have unique ecological features and areas for stormwater management
- **Greenway Corridors (Trails and Natural Corridors)** – network of parks, trails and open space that connect recreational and protected natural areas in a contiguous system
- **Conservation Areas (Private Easements)** – privately protected natural areas that may include public and private trails, may include protected viewsheds, offer natural resource protection including wildlife corridors and are generally a part of a home-owner’s association

*PTOS Goal #3. Endorse and maintain the protected public open space and natural areas throughout the City.*

- Chapter 1: Vision, Goals & Strategies

Map 6-2. Existing Parks and Open Space Typologies





## REGIONAL PARKS & TRAILS

### Context of Lake Elmo Park Reserve

The City of Lake Elmo benefits from the location of the Lake Elmo Park Reserve in the center of the community on the western shore of Lake Elmo. The Park Reserve is recognized as one of the 62 regional parks, preserves, and special recreation areas that make up the regional park system in the Twin Cities area. It is managed by Washington County and has a current total of 2,178.9 acres (3.5 square miles) within its borders. The majority of the land (nearly 80%) is currently set aside for preservation and protection with the intention of eventually returning to its pre-settlement conditions. The Park Reserve offers gently rolling hills with a variety of landscape types and water features. In addition to active recreation and programming, it is a popular place to passively view wildlife and experience nature.

6-10

In a 2008 survey conducted by Washington County, Lake Elmo Park Reserve was identified as the most visited park in the County. While the regional park is not managed by the City of Lake Elmo, its location makes it essential to collaborate with Washington County and the Metropolitan Council to protect the Park Reserve's setting, access, and context uses from negatively impacting the quality and use of the park. Lake Elmo Park Reserve is a valuable resource to the local community offering amenities other parks in the area do not. With collaborative planning, the City benefits from the ability to offer other diverse and more locally-centered activities and facilities to residents at local parks.

#### Recreation, Programs and Amenities

Lake Elmo Park Reserve offers a range of recreation and activities throughout the four seasons. Many of the summer activities center around water use. A public boat launch and canoe access provide access boating use of the lakes. A fishing pier provides good access to fishing even without a boat. Swimming can be found both lakeside at the beach and also at the sand bottom chlorinated swim pond.

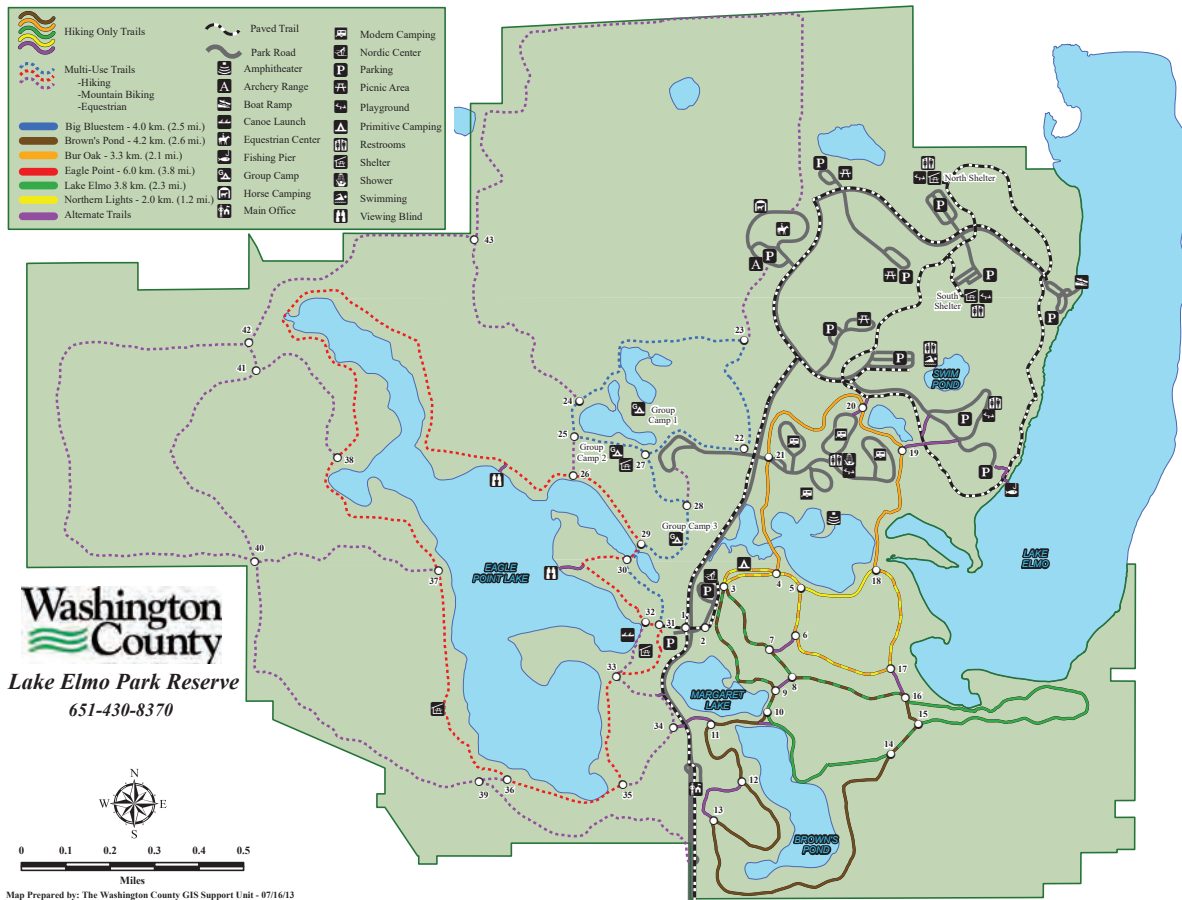
A diverse offering of trails also allows visitors to experience the landscape by hiking, walking, biking, skiing, and horseback riding. Other recreation can be organized around the play structures, pavilions, and archery range. On the education side, nature programs take visitors further into the park to explore and learn from the natural environment.

The Park Reserve also hosts several facilities for gathering and events. The Nordic Center is an ideal location for social events, business meetings, and weddings and has all the necessary amenities for a successful event.

Camping is another popular activity in the park and opportunity for gathering family and friends in the summer months. There is both a modern campground with electricity and water facilities as well as a rustic campground to experience. The natural setting and beautiful landscape surrounding the campgrounds contribute to a direct connection with nature for visitors to enjoy and easily access the nearby activities in the Park Reserve.

Lake Elmo Park Reserve serves the City with a large county park attracting visitors from throughout the metro area. It also serves as a central hub for outdoor recreation and open space for the local parks and trails system. Maintaining the existing trails and adding new connections to the regional park with local trails was a commonly-voiced priority during the planning process for this Plan. Local park planning should also reflect the features and activities the regional park programming already provides so that local parks provide a diversity in offerings. Where there are opportunities to collaborate on programming, management efforts, or joint funding, the City should pursue an approach that embraces the regional park as an integrated piece of the community parks and trails system.

Map 6-3. Lake Elmo Park Reserve Map



Source: Washington County

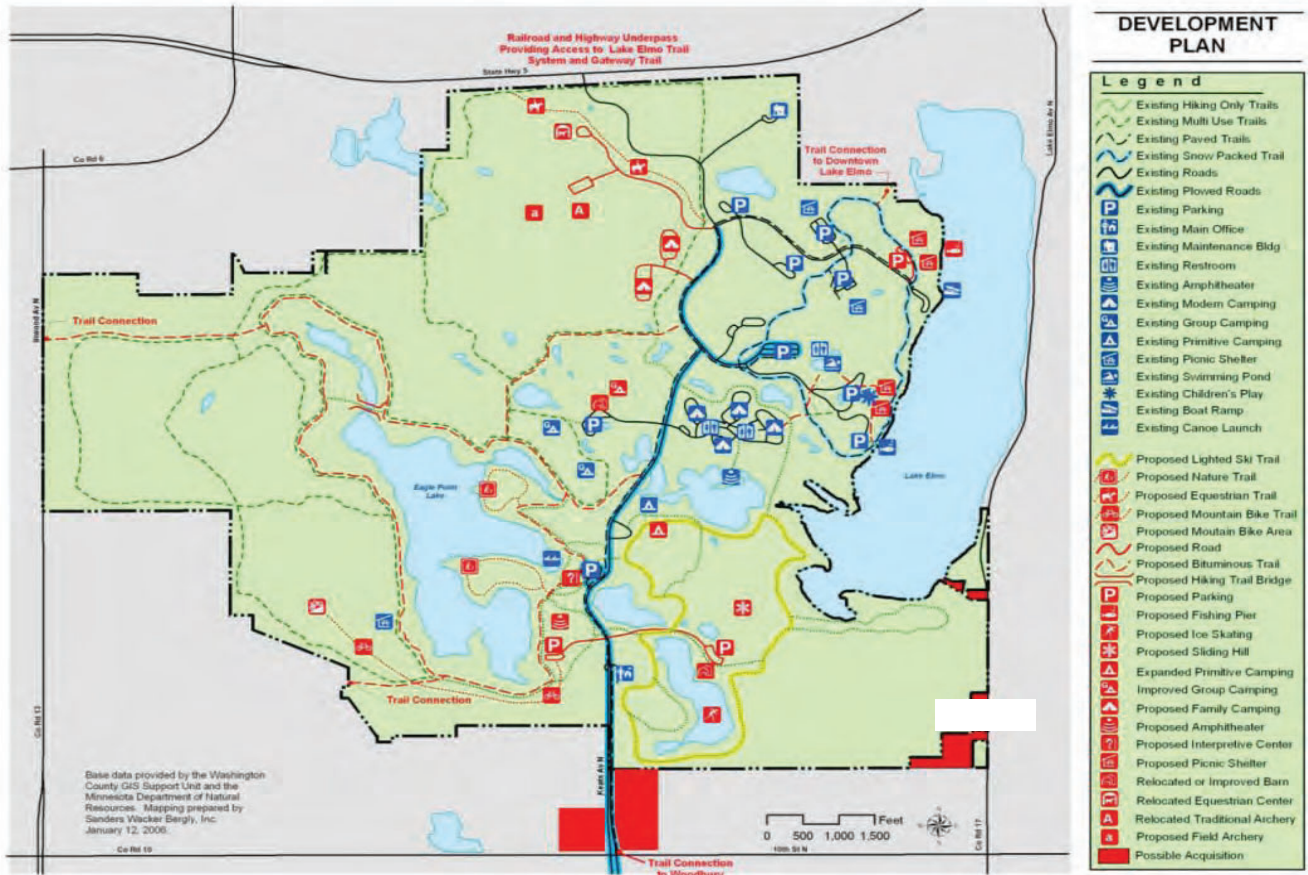
## 2040 Regional Parks Policy Plan & Lake Elmo Park Reserve

Current access to the Park Reserve by car is only from the south on Keats Avenue. One entrance allows for the Park Reserve to control access and reduces the need for road development through pristine park land. However, access on foot or by bicycle is largely desired by the community, especially from the north or west sides of the park. The 2040 Regional Parks Policy Plan states an objective to increase multi-modal access to its regional parks system with improved connections to the parks and within park property. Improved multi-modal access will also strengthen equitable usage of regional parks and trails—another objective in the Metropolitan Council’s policy.

The last detailed Washington County Development Plan was completed for the Lake Elmo Park Reserve in 2008 and identified a total of 38 acres of land for future acquisition for the Park Reserve. In 2015, the County acquired 18 of the 38 additional acres and amended the boundary of the Park Reserve in accordance with the 2030 Regional Parks Policy Plan. The new land is located near the main park entrance on the south side of the reserve and brought

Map 6-4. Lake Elmo Park Reserve Development Plan, 2030

6-12



Source: Washington County Comprehensive Plan – A Policy Guide to 2030, Parks and Open Spaces

park ownership adjacent to 10th Street on both sides of Keats Avenue. Future acquisition is not urgent and capital improvements to the park are primarily identified within existing recreational use areas, including trail development and expansions of camping and picnicking facilities. Map 6-4 shows the Development Plan for the Park Reserve.

The Development Plan indicates a proposal for an underpass on the north side of the Park Reserve under Highway 5 and the adjacent rail line to connect with City trails and the Gateway State Trail. Other proposed trail connections include one to the northeast around the north side of Lake Elmo toward the Village, and to the west at Inwood Avenue. These proposals support the Metropolitan Council's 2040 Regional Park Policy Plan by increasing multi-modal access to regional parks. These connections would also promote a connected City-wide trail system for local users.

## Regional Park Trails

### Central Greenway Regional Trail Search Corridor

The Lake Elmo segment of the future Central Greenway Regional trail is planned to extend from I-94 on the south to Highway 36 on the north. The proposed trail fills a gap in the regional trail network and is identified within the regional trail search corridor. When completed, the trail corridor will provide users with an off-road, independent trail alignment connecting to Lake Elmo Park Reserve and other local and regional destinations that will be identified as part of the trail planning process. Map 6-9 illustrates the search corridor for the Central Greenway Regional Trail.

6-13

The regional trail search corridor travels through May Township, Grant, Stillwater Township, Stillwater, Lake Elmo, Woodbury, and Cottage Grove and will eventually connect Big Marine Park Reserve, Browns Creek State Trail, Lake Elmo Park Reserve, Afton Bluffs Regional Trail Search Corridor, Prairie View Regional Trail Search Corridor, and Mississippi River Regional Trail Search Corridor. Washington County is leading the planning process to determine the alignment of the regional trail, and the alignment will be established through the work of the County and a Technical Advisory Committee. The future of this trail will provide better connections to the Lake Elmo Park Reserve and will also offer additional mode choice to users.

Another long-distance trail serving regional users is the Gateway State Trail which extends from Saint Paul to Stillwater cutting through the northwest portion of Lake Elmo. More information about this trail can be found in the Federal and State Lands section to follow.

## LOCAL PARKS & TRAILS

The City of Lake Elmo currently has 22 city Parks each meeting a variety of needs and demands. Some of the designated park areas have not yet been developed since they are associated with new neighborhoods that are still being planned or under construction. (However, the land has been dedicated and is considered part of the system.) The largest of the city parks is Sunfish Lake Park that provides residents with passive and active recreational opportunities and serves as a favorite place for residents to hike, bike, and cross-country ski. Other parks, such as Lion's Park, provide ballfields and other active recreational facilities for the community. The overall local park system serves organized sports, casual play, hiking, cross-country skiing, horseback riding, picnicking, relaxation, nature appreciation, and a variety of other outdoor activities. While all parks share the common purpose of providing quality recreation facilities and open space, each park is unique in terms of its history, setting, character and use.

### Local Park Planning Standards

Current planning practices in Lake Elmo use a set of standards for park planning that focus on the purpose of the park, service area and location, size, level of service, key facilities, and a facilities menu that offers a range of recreation facility options. Natural Resource Areas and Regional Park types have additional policies to address considerations unique to these parks.

- **Purpose** - Each type of park within the system has a unique purpose. The purpose defines the needs that the park is intended to meet and its defining characteristics.
- **Service Area and Location** - "Service area" is a measurement of the area within Lake Elmo that is expected to receive the primary benefits of a park.
- **Size** - A minimum area (in acres) is a standard to allow adequate room for the facilities and open space that make up a park. Size standards are based upon an evaluation of Lake Elmo's existing parks and on NRPA guidance.
- **Level-of-Service** - "Level-of-service" standards are ratios that describe adequate park facilities for a community. For park types, the ratio is expressed as the number of park acres per 1,000 persons. Park planning practices regarding level-of-service have shifted recently. Since the 1930s, the NRPA had published national level-of-service standards, most recently in 1983. In 1996, the NRPA changed this practice and published guidance for local communities to develop level-of-service standards that reflect local interests, needs, and realities.

6-14

The existing local park system was developed based on these standards and future expansion, and additions are anticipated to consider the same principles when determining location and programming of new facilities. Detail regarding each of the parks can be found in the Lake Elmo Parks System Plan, which will be regularly updated to consider new park dedications associated with development within this planning period.

## Community Parks & Facilities

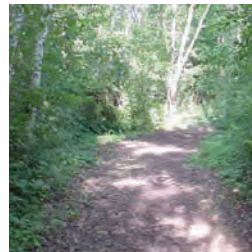
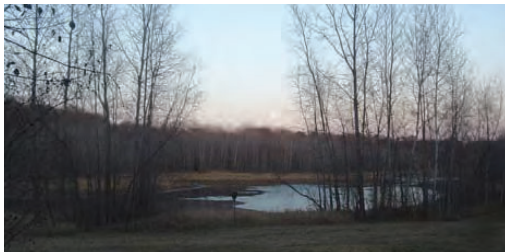
At the time this Plan was developed, the Community Parks and facilities in Lake Elmo include the following venues:

**Sunfish Lake Park** is considered by many to be the crown jewel of the Lake Elmo park system – an important symbol of the quiet rural character of Lake Elmo. The park holds a special place in the history of the community as the site of the first European settlement in the area and location of the first assembly meeting that established the township that became the City of Lake Elmo today.

The park is a 284-acre natural area that is recognized by the Department of Natural Resources as a Regionally Significant Ecological Area.” Depending on the season, woodland, wetland, and prairie plant communities can be enjoyed by skiing or walking the network of approximately nine miles of mowed and groomed trails. Recent improvements to the park include a 17-acre prairie restoration project on the south side of the park, and the newly constructed Sally Manzara Interpretive Nature Center. The mix of native wildflower and grass species used on the project was based on the plant community that is believed to have been present in this area prior to European settlement. The park is home to a wealth of wildlife and provides one of the best opportunities for bird watching in the seven-county metro area. Birds identified in recent years include 13 species that have been identified by the Minnesota DNR as being in “Greatest Conservation Need”, meaning populations in Minnesota are rare, declining or vulnerable.

**DeMontreville Wildlife Area** is home to 24 acres of park land, lakes, ponds and walking trails. DeMontreville Wildlife Park is one of the most heavily used parks, for its abundant natural space and access to the Gateway Trail. The park also has a portable restroom on site.

**VFW Park** is located in the Old Village, at 3675 Layton Avenue. The park has a lighted baseball field and, along with Lions Park, is the home to the annual Huff ‘n Puff softball competition.



*Photos of Sunfish Lake Park Source: 2030 Comprehensive Plan*

## Neighborhood & Pocket Parks

In addition to the City's community and special use parks, the City maintains and manages an extensive neighborhood park system. Lake Elmo currently has 19 parks managed as neighborhood and pocket parks within the local park system. These parks provide passive and active recreation focused for more nearby residents to enjoy.

Some of the City's neighborhood park areas are in development since they have only recently become a part of the system through the development and platting process. Additionally, new neighborhood park areas are likely to be added as development of new housing continues through this planning process particularly within the Village Planning Area and the South Planning Area.

It is the mission of the City to provide high-quality recreation facilities and open space at all of these parks, and each park is unique in its setting and character. Given the extensive park system already in place, the City recognizes the importance of properly matching park programming with available maintenance and management costs and expenditures. To support its goals, the City will prepare an update to its Park System Plan to respond to current park demands and plan for maintenance and management responsibilities that maintain the high-quality of the system for generations to come.

6-16



*PTOS Goal #4. Protect and strengthen existing park facilities and program uses according to demands of residents that use the facilities, and plan for appropriate programming and facilities in new neighborhoods.*

- Chapter 1: Vision, Goals & Strategies

## Trail Classifications

In 2005 the City prepared a detailed Trail System Plan that included a classification system for existing and future trails throughout the City. The Trail Classifications identified location and type of trail and were intended to communicate purpose to the user. This 2040 Plan provides further refinement of the trail classification system to provide a more comprehensive inventory to assist with planning of the system moving forward and integrated with parks and open space.

The Lake Elmo Trail System Plan comprises the following trail classifications:

- **On-road** – this trail is often referred to as a “route” rather than a trail and may include shoulder striping to designate the travel area available for pedestrians or bikers. It is generally found on major thoroughfares such as County Roads; no special improvements have been made beyond an improved shoulder.
- **Off-road, grade separated dedicated trail** – this trail is ideally a 10-foot-wide paved trail for multi-purpose uses to eliminate conflicts with vehicles by being located in a separate corridor adjacent to the roadways. It should be continuous and accommodate marked crossings at intersections.
- **Natural trail** – this trail is typically unpaved and may be surfaced with aggregate, compacted earth, or mowed grass. It is intended for walking use and exposure to the natural surroundings.
- **Neighborhood trail** – this trail can be paved and unpaved and is separate from roadways. It connects residents within a neighborhood to each other and neighborhood destinations (such as a playground) and ideally links to other community or regional trails.

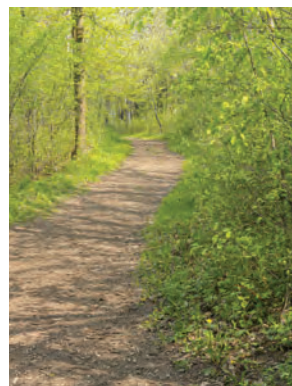
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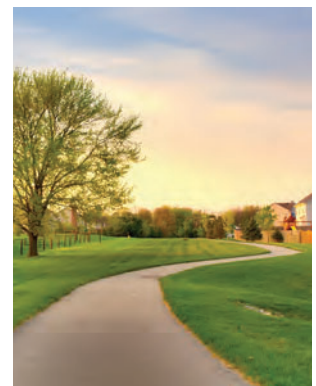
*On-Road Trail*



*Road-Separated Trail*



*Nature Trail*



*Neighborhood Trail*



## Local & City Trails

The City's current trail system is dominated primarily by on-road designated shoulders areas rather than grade-separated or shoulder-separated off-road trails. A fairly extensive network of private and public neighborhood trails are also present throughout the community. As the City's growth areas develop, renewed interest in making a more complete off-road system has been identified, and recent developments have required at least for the dedication of easement area in which a trail can be located.

### On-Street Shoulder Trail/Bike Route

The following roads have been identified as having on-street bike routes:

- Hudson Road (I-94 frontage road)
- 10<sup>th</sup> Street N
- Inwood Avenue N (South of CSAH 6)
- Lake Elmo Avenue N
- Manning Avenue
- CSAH 14

6-18

### Neighborhood Trails

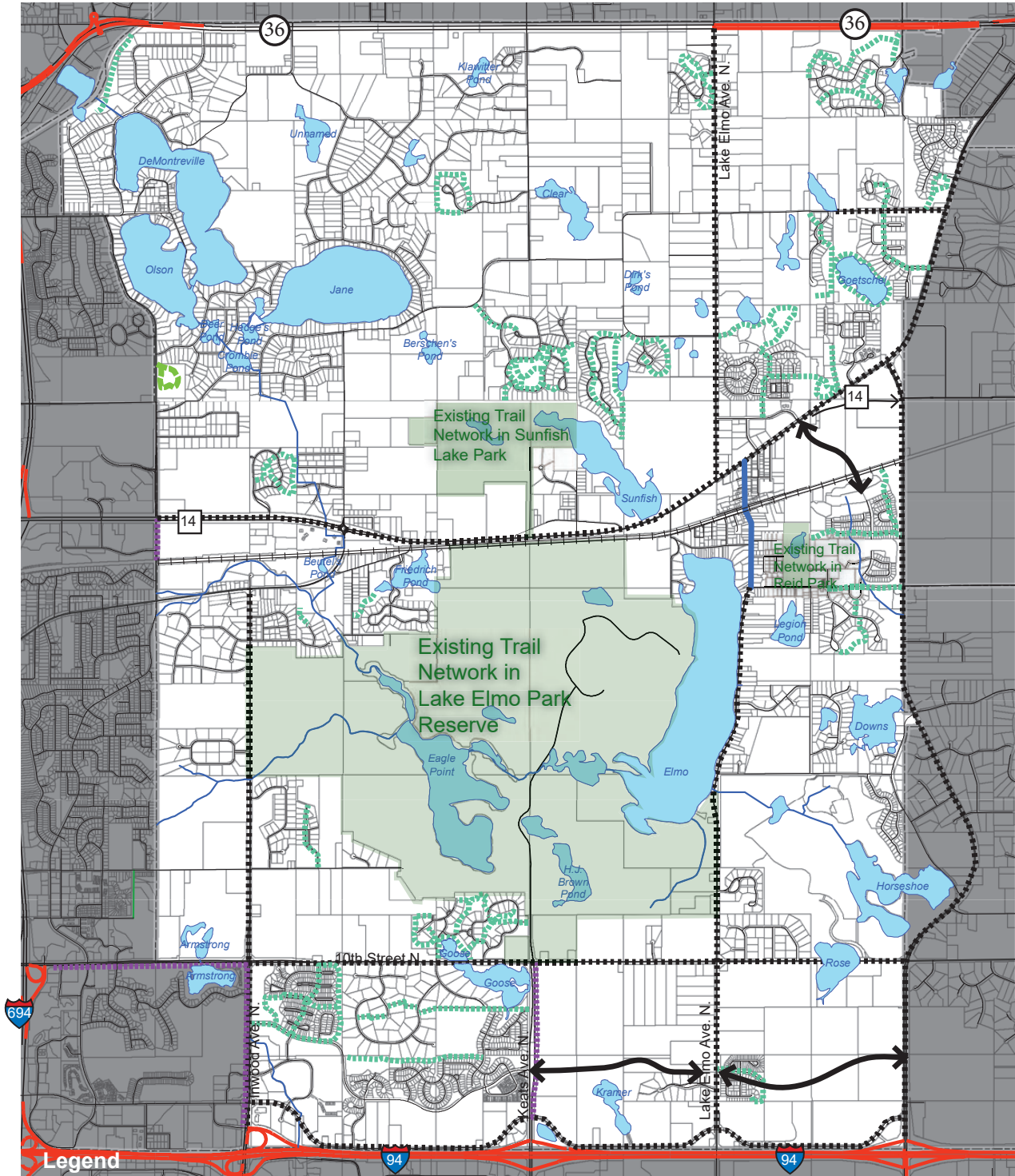
The following neighborhoods have an internal trail system, some privately managed and some that are available for public use:

- Fields of St. Croix
- Stonegate
- Inwood
- Hamlet on Sunfish Lake
- Easton Village
- Heritage Park
- St. Croix's Sanctuary
- Discover Crossing
- Tapestry
- Wildflower
- Whistling Valley
- Hunters Crossing
- Savona

*PTOS Goal #2. Strengthen the existing trail network in the City and provide increased public connections and accessibility including pedestrian and bikeway connections.*

- Chapter 1: Vision, Goals & Strategies

Map 6-5. Existing Trails by Class



- Trails**
- Classification**
- Neighborhood Trail
  - On Road Striped Shoulder
  - Park Trail
  - Road Separated Trail
  - Sidewalk

 Future City Road (Parkway)

Source: MNGEO, Washington County, City of Lake Elmo  
Draft 4.6.2018



## Federal & State Parks and Trails

There are no federal or state parks located in the City of Lake Elmo.

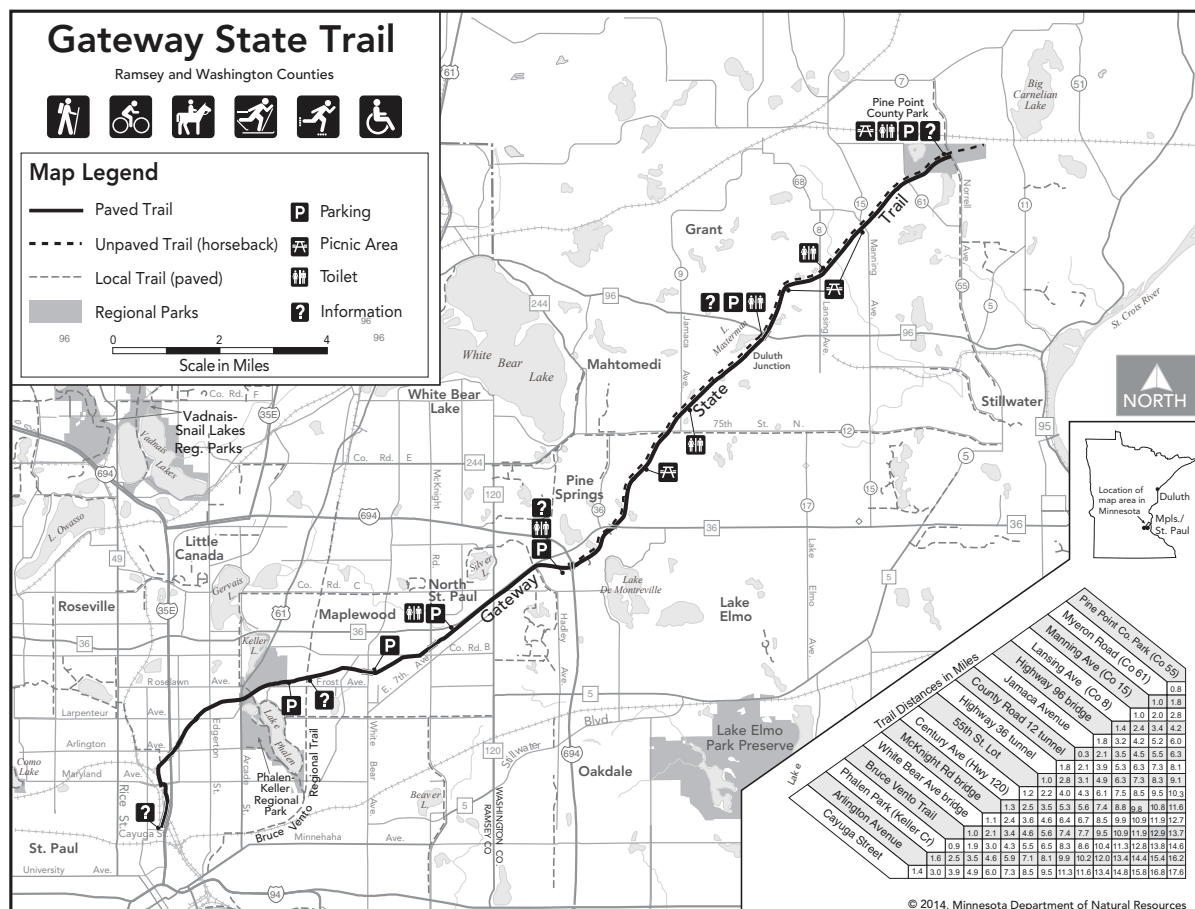
### Gateway State Trail

Utilizing a converted rail line, the Gateway State Trail comprises 18 miles of paved trail for non-motorized use. It extends from the west in the City of Saint Paul and travels northeast toward Stillwater. It passes through the northwest portion of Lake Elmo as it stretches through Washington County, ending its journey at Pine Point Regional Park just four miles northwest of the City of Stillwater. It is generally level and wheelchair accessible.

The Minnesota Department of Natural Resources is responsible for the management of the Gateway State Trail and land management of its immediate corridor. The City of Lake Elmo may benefit from coordination of trail links to the State Trail in order to bolster trail use and visits in and out of the community.

Map 6-6. Gateway State Trail Map

6-20



Source: Minnesota Department of Natural Resources

## **FUTURE PARKS, TRAILS & OPEN SPACE PLAN**

This section was prepared as an update to the Parks and Trail Chapters contained in the 2030 Comprehensive Plan. While some things have changed in the past decade, many of the previous planning period's efforts to identify where growth would occur have remained consistent. The 2008 Parks System Plan and the 2005 Trail System Plan—both of which were contained in the 2030 Plan—were complete thorough plans prepared according to industry standards. Therefore, this Plan for the future parks and trails is intended to provide an overview of the updates needed to these existing individual system plans and to further support the City's objectives toward developing a complete integrated system. This Chapter also provides direction to areas that should be studied and included for additional refinement when preparing an updates to the individual system plans.

### **Parks Plan**

The 2008 Parks System Plan recommended adding to the local parks system thirteen (13) neighborhood parks, one community park, up to two community sports complexes, two special use parks, and a greenway corridor. Since the adoption of the 2008 Park System Plan, several developments in the areas planned for growth are in some state of development and several have included the development of neighborhood and pocket parks. For example, new neighborhoods such as Inwood, Savona, and Wildflower have all been required to incorporate a neighborhood or pocket park as part of its development fulfilling the requirements of the Parks System Plan.

6-21

The recommendations contained within the Parks System Plan were created from a synthesis of the park system principles, demographic analysis, existing and planned land use patterns, existing and proposed trails, park service areas, level-of-service (LOS) guidelines, and natural resources data. The analysis performed in the previous plan assumed the ultimate growth and development of the City similar to what is currently planned for, and therefore this Plan does not attempt to comprehensively re-do the study. Instead it is intended to provide some direction to the update of the Parks System Plan, which is a recommended implementation step of this 2040 Comprehensive Plan.

### **Neighborhood and Pocket Parks**

The goals and strategies identified within this planning process recommend that new neighborhoods be provided access to parks, trails and open spaces. Neighborhood and pocket parks are an important component of the system, particularly in the planned growth areas where more households and smaller lot sizes will develop over this planning period. The City's Parks System Plan identified several search areas to locate new neighborhood parks, and that map has been updated as shown on Map 6-7 to reflect some of the changes that have occurred since the Park System Plan was adopted.

Moving forward, the City will continue to use the guidelines within the Parks System Plan to properly identify and locate new neighborhood and pocket parks and will continue to refine the needs of new neighborhoods and residents within the updated Parks System Plan. In addition to identification of needed land, the City should consider specific programming and park planning that incorporates the Americans with Disabilities Act (ADA) accessibility in planning, and adaptive playground equipment. This is particularly important at the neighborhood level and within pocket park areas to provide accessible recreational opportunities to all of Lake Elmo's residents.

#### Community Park Search Areas

The 2008 Parks System Plan identified the need to create one Community Park and that it should be located at the heart of the City to serve as a community gathering place and landmark. This Chapter supports this objective but broadens the search area to the entire Village Planning Area to more appropriately respond to current development trends. The objective for this park would be to serve as an important gathering place for the entire community and specific programming tailored to meet the needs of the growing community. The planned park should consider approximately 10-15 acres in the Village Planning Area and provide ample opportunity and access to both passive and active recreational space. When developed, the park should also serve as a place for City celebrations, ice cream socials, a farmer's market, and other activities that will bring the people of Lake Elmo together.

6-22

#### Special Use Parks

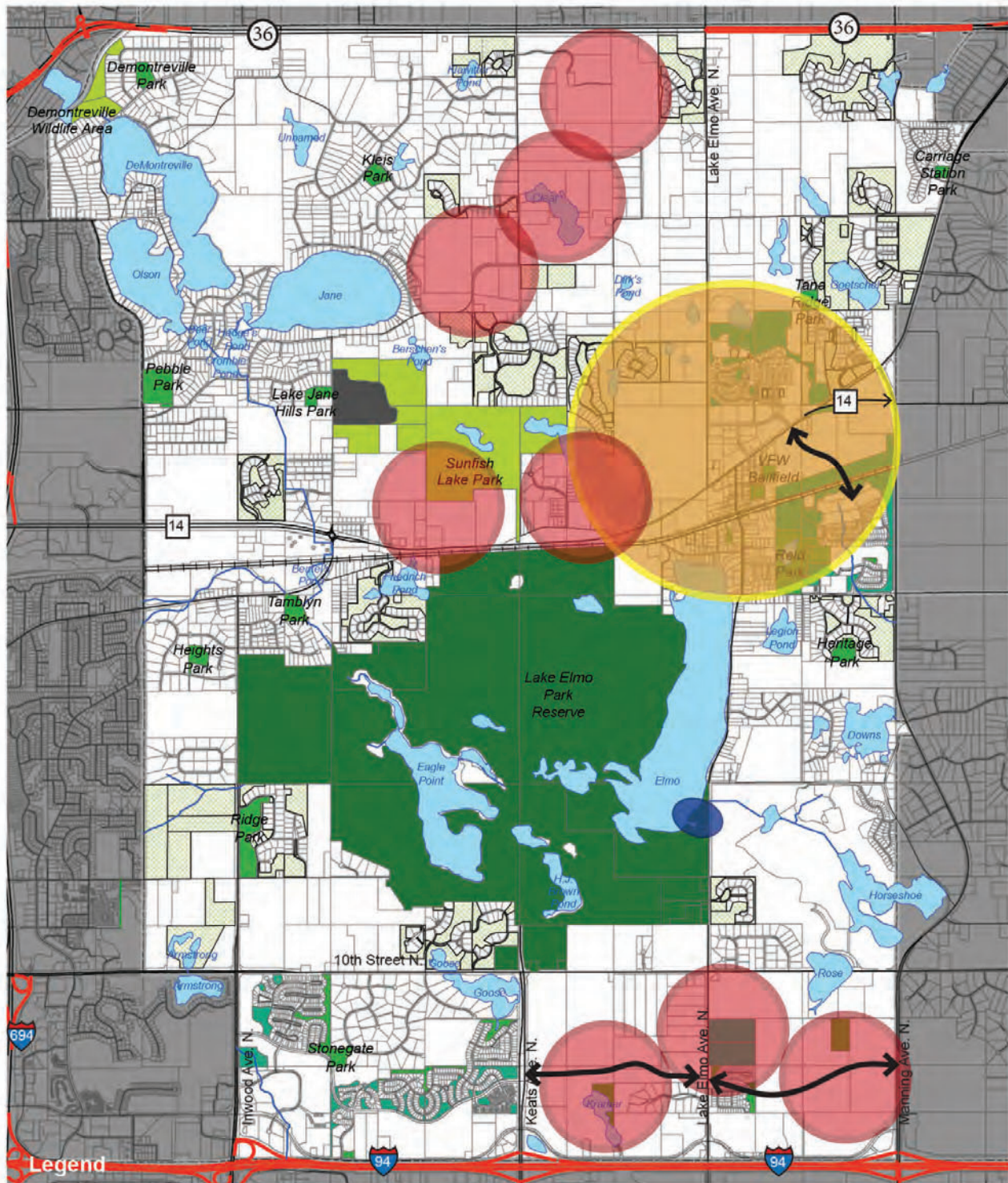
The 2008 Parks System Plan identified the need for two Special Use parks—one to provide access to Lake Elmo Park Reserve and the other to be located near a future City Hall as a civic square. While this Chapter acknowledges that the City Hall site is under study, it is unknown if it will relocate or stay in generally the same area where it is currently located. Given the ambiguity, only a search area related to the lake access is provided. It should be noted, however, that if redevelopment or development of a new City Hall occurs, a civic square or plaza should be considered as part of the development.

Any planned development within Regional Parks, Park Reserves and/or Special Recreation Features requires guidance by and inclusion within a Metropolitan Council-approved master plan. The existing 2006 Master Plan for Lake Elmo Park Reserve does not indicate any future development in the area shown on Map 6-7 as a "Special Use" Search Area. Any future development not currently outlined in the Lake Elmo Park Reserve Master Plan will require an amendment to the master plan and subsequent approval by the Metropolitan Council.

#### Community Sports Complex Search Areas

This Chapter reinforces and supports the recommendation of the 2008 Parks System Plan which identified potential demand for the construction of one or perhaps two community sports complexes based on anticipated population growth. The Parks System Plan identifies a very small search area for the location of a community sports complex which seems somewhat unrealistic given current development trends. As such, Map 6-7 broadens this search area to include the entire Village Planning Area since opportunities to site a Community Sports

Map 6-7. Search Areas for New Parks and Facilities



- Legend**
- Neighborhood
  - Community
  - Regional
  - NRPA
  - Conservation Easements
  - Closed Landfill

**Search Areas (2040)**

- Neighborhood
- Sports Complex
- Community
- Special Use

Future City Road (Parkway)

Source: MNGEO, Washington County, City of Lake Elmo

Draft Rev 4.17.2019



Complex may occur outside of the small geographic area to better capitalize on existing infrastructure, such as roadways, and availability of land as development progresses. A second sports complex location may be identified in the future if it is determined there is a need.

## Trail Plan

Throughout this planning process, residents, stakeholders, and Advisory Panel members expressed desire to focus on trail system improvements throughout the community. Repeatedly, it was communicated that there are wonderful walking trails internal to neighborhoods, but the City trail system feels disconnected and, in many places, unsafe.

This Chapter does not attempt to specify details such as the side of the road a trail or sidewalk should be located or define the required types of improvements, but it does further expand the recommendations from those contained within the 2005 Trail System Plan to reflect changes in the City's land uses and development patterns since the Trail System Plan was adopted. Similar to the 2008 Parks System Plan, the City should update its 2005 Trail System Plan as a part of the implementation of this 2040 Comprehensive Plan for consistency and to provide an additional level of refinement to the City's objective of creating a connected trail system within the community.

6-24

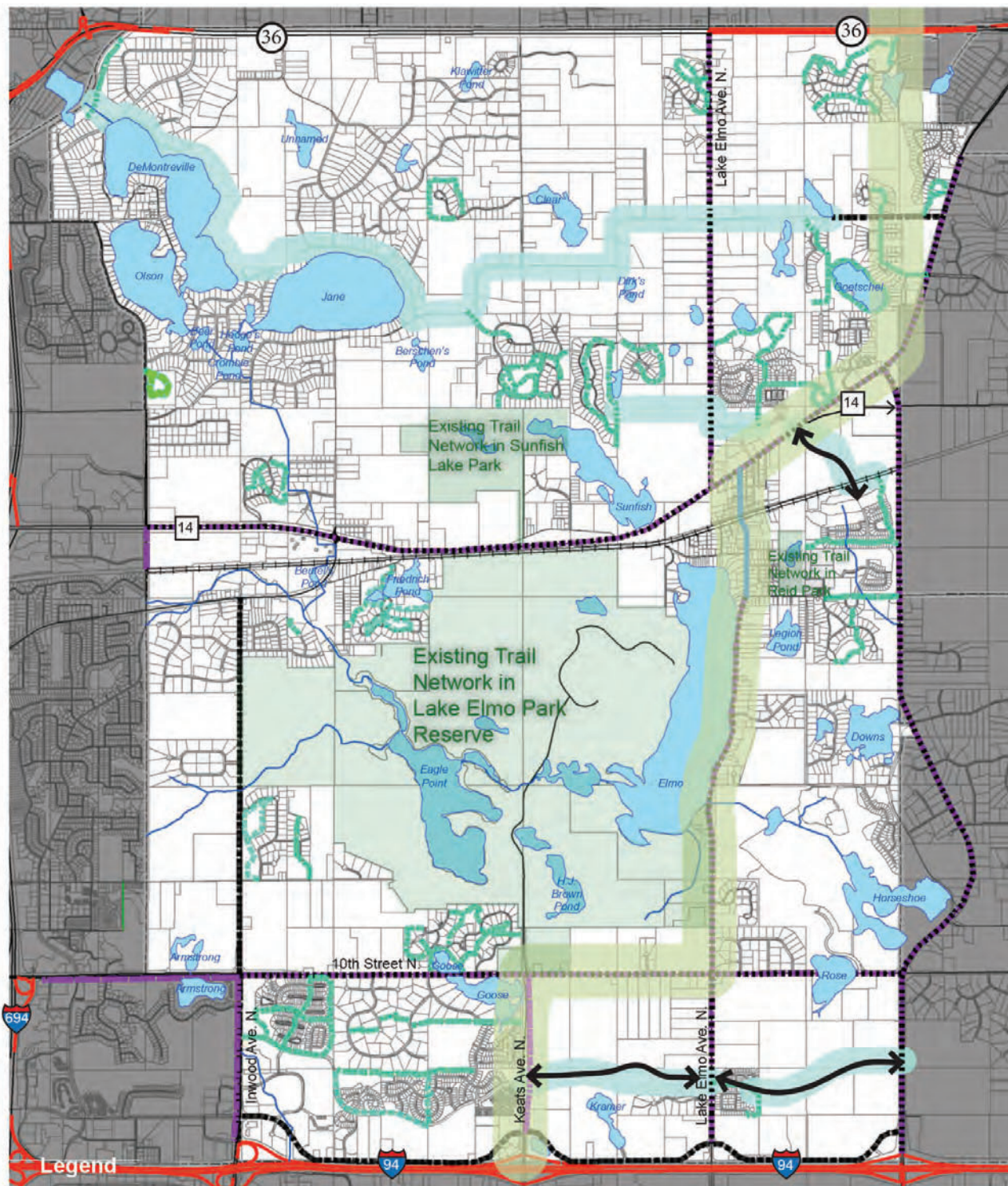
For purposes of the Future Trail Plan shown in Map 6-8, the following recommendations regarding the trails are provided:

### Safe Trails and Routes

To create a connected network of Parks, Trails, and Open Space, the City will focus on creating safe trails and/or routes on key north-south and east-west road corridors. Many, though not all, of these corridors are Washington County roadways, and the City will need to work collaboratively with the County to bring these plans to fruition. Through this planning process, many residents indicated that they do not feel safe walking or biking between neighborhoods, but for example, would like the opportunity to bike to the Lake Elmo Park Reserve. While the City understands some of the improvements identified are likely out of its control, the intent is to demonstrate to future developers and agency partners that the City supports the creation of road-separated trails that connect through the City and to the greater region. A couple of the most important connections affecting the County Road system identified in this planning process include:

- Trail or route on CSAH 14 with access for pedestrians and bikers into the Lake Elmo Park Reserve Trail System
- Trail or route along CSAH 10 (10th Street North)
- Trail or route full length of Manning Avenue North
- Trail or route the full length of CSAH 17 (Lake Elmo Avenue North)

Map 6-8. Future Trail Plan



**Trails Classification**

- ▬▬▬▬ Neighborhood Trail
- On Road Striped Shoulder
- ▬ Park Trail
- Road Separated Trail
- ▬ Sidewalk
- Regional Trail Search Corridor
- Trail Search Corridor (City)
- ↔ Future City Road (Parkway)

Source: MNGEO, Washington County, City of Lake Elmo

Draft 4.6.2018



6-25





On local streets, residents identified the following trail and intersection improvements that would benefit the system:

- East-west connection through the northern quarter of the community to provide access to the Gateway State Trail; this could be provided on local roadways with proper signage, and other cost-effective improvements
- Better pedestrian access between developing neighborhoods on the north side of CSAH 14 and the Old Village, including safer access and intersection crossing

### Neighborhood Trails

Generally, feedback solicited through this process encouraged the City to plan for neighborhood trails in developing areas that are open to public use. While it is understood that many of the existing neighborhood trails are private, moving forward there is a desire to create neighborhood trails that provide connections between neighborhoods and to the greater region. At a minimum, trails located along public local roadways should be public and they should be planned to connect with adjacent neighborhoods. Specific recommendations include:

6-26

- An off-road trail should be developed in conjunction with the new east-west parkway through the South Planning Area.
- An off-road trail or sidewalk should be developed in conjunction with the new Village Parkway through the Village Planning Area.

### Trail/Route Improvements (Local and Regional)

In addition to key segments and areas that could complete the system and provide improved connectivity, the other most desired improvement was better wayfinding and communication to users about the System. As a part of the City's future efforts to improve the trail system, a wayfinding and communication package should be developed to encourage use of the system. If proper and uniform wayfinding system is implemented, pedestrians, bicyclists, and motorists will all understand the system more completely providing a safer and more connected system.

Further description and planning for these systems are also contained in Chapter 7:

Transportation which identifies the Regional Bicycle Transportation Network (RBTN) as a system providing mode options to residents and the greater region. In many cases, the RBTN will also help to complete the system, and provide access to the local and regional park system within the community, providing a variety of mode choice and options to the City's residents and workers.

## PTOS AS A GREEN NETWORK & RESILIENT INFRASTRUCTURE

During the development of this Plan, input received at Advisory Panel meetings and from residents and stakeholders often focused on a desire to enhance connectivity within the park and trail system. One way to achieve connectivity was introduced in the 2030 Comprehensive Plan with the concept of planning for greenway corridors, which were described primarily as trails.

This Plan builds on the concepts of connection and greenway corridors by broadening the idea to include all recreational, natural areas, and open space in a connected Green Network. This Network brings together recreational features and also functions to support the natural systems and ecology of the community, protecting its biodiversity and enhancing native ecological performance. Corridor-type connections within the Network may be with trails but can also be with linear natural areas (e.g. bioswales or landscape buffers). This allow for more trail loops of various types and distances for community activity and park access, and also allows for greater species movement and biodiversity for a healthier natural landscape. The key is to establish connected natural spaces.

Examples of land uses or features within the Green Network include but are not limited to:

- Active recreational park
- Passive park/open space
- Golf course
- Conservation easement
- Utility easement
- Lake and Shoreland buffer
- Storm pond/retention pond
- Infiltration basin or swale
- Wetland
- Native Prairie
- Rain garden
- Porous paving with sustainable stormwater management (e.g. rain gardens or infiltration basins)

6-27

The Green Network essentially overlays the Parks, Trails and Open Space system for the City. The example land uses and features above illustrate that both public and private land is beneficial to the Green Network. It is not important for the City of Lake Elmo to maintain control over the land to establish a successful Network. The key attribute of land contributing to the Network is land with long-term protected status for the purpose of natural resource management, preservation, or natural function (such as stormwater infiltration). For example, conservation easements are one way of protecting natural areas adjacent to developing neighborhoods and are often held in semi-public ownership. These lands may not be available for public trail use or access, but the protected open space and natural resource features within the easements contribute considerably to the Network as a whole by providing opportunities to improve and/or protect high-quality habitat and ecological health.

Planning for the PTOS in Lake Elmo as part of a connected Green Network achieves broader long-term goals for resiliency in the community. Resiliency in this context refers to the ability for the City to endure growing concerns related to the effects of changing climate impacts, higher costs for public facilities and services, and accumulating environmental pollution issues. Focused land planning for the benefits of ecological health and enhancement of natural systems will increase actions like local groundwater recharge and improve water quality, habitat quality, and biodiversity, placing the City of Lake Elmo in a position to spend less time and money on clean up, rehabilitation, municipal stormwater systems, and other services that mitigate problems rather than prevent them.

Resiliency also refers to the health and wellness of residents. The PTOS as a Green Network will provide access to nature, views and places that reduce stress, recreational opportunities to remain active, and greenery and canopies that provide shade and comfort. Connected spaces will also establish more walkability and accessibility in the City.

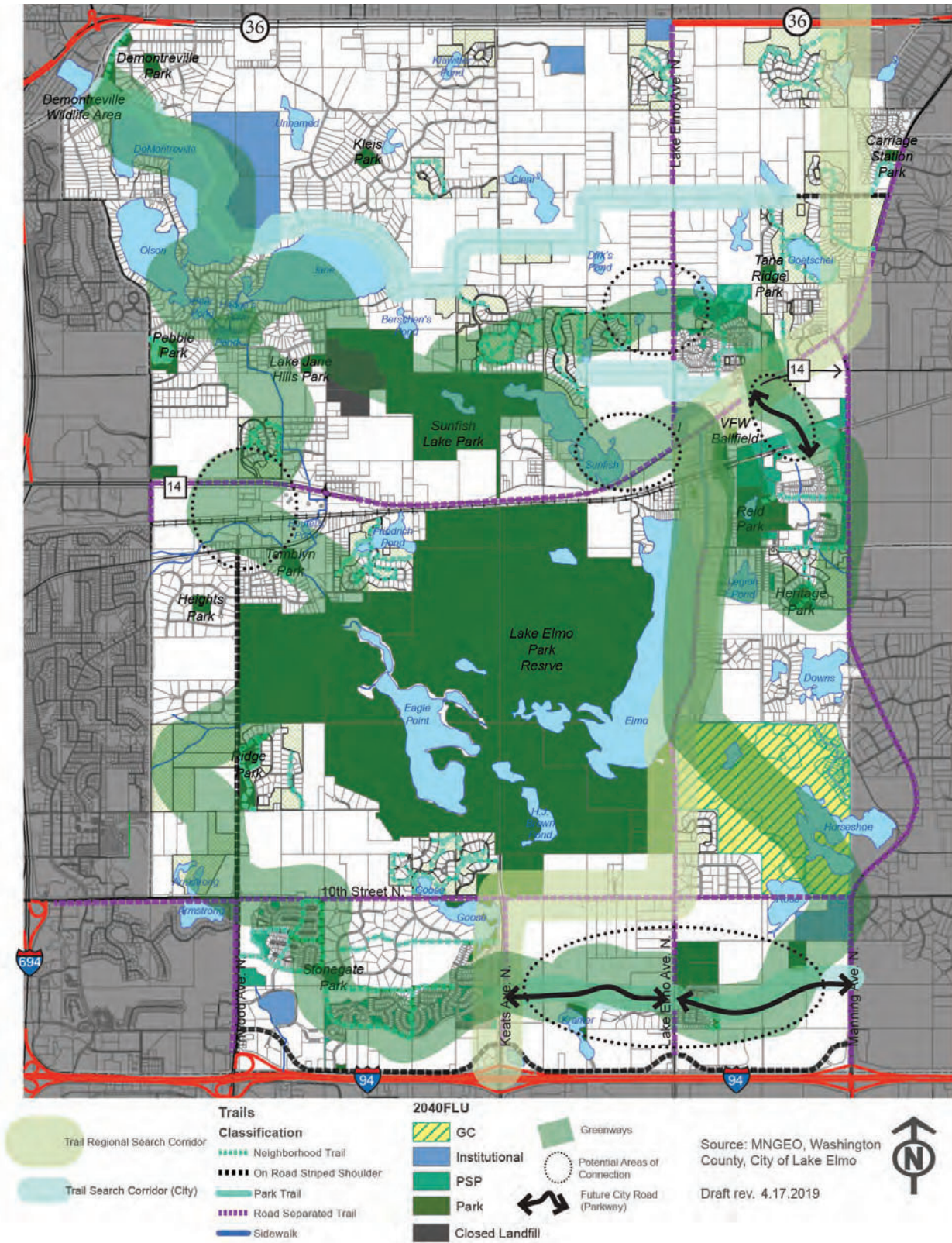
In these ways, the Green Network functions as the resilient infrastructure for the City. Much like roadways function as the City's transportation infrastructure moving people from place to place, the resilient infrastructure utilizes connected green spaces to move water, wildlife, plant diversity, and people in an interconnected sustainable way. Resilient infrastructure will establish best practices for the City in natural resource and water quality management providing built-in protection for the growing impacts to the environment, while offering healthy opportunities for activity and wellness to residents.

6-28

Map 6-9 illustrates the various types of land uses and features that currently contribute to the concept of a Green Network or Resilient Infrastructure in the City. Portions of the Network can be described as having active recreation uses, such as parks and trails, while other portions will remain in preservation, such as conservation easements or protected wetlands. As a culminating effort for implementation, plans for the PTOS in Lake Elmo should include policies supporting development of a Green Network or Resilient Infrastructure with a multi-jurisdictional or joint approach for management. (See Chapter 11: Implementation for more details.) Map 6-9 also identifies where new connections can be made to connect the Network. These connections may include new parks, parkways, trails, and other natural areas and corridors in both public and private ownership.

The City's PTOS is greatly improved with a supporting contiguous Green Network that functions as Resilient Infrastructure for the City.

Map 6-9. Proposed Green Network / Resilient Infrastructure



6-29

Lake Elmo Parks - Locations & Amenities (Summary of Lake Elmo Comprehensive Parks & Recreation Plan, Adopted March 2008)

Park	Address	Acres	Classification	Natural Features			Passive Uses					Active Uses								Other Facilities											
				Natural Parkland	Lakes, Pond	Natural Resource Area	Creek	Trail - Walking, Jogging	Trail - Biking	Flora/Fauna Identification	Picnicking	Climbing	Playground	Open Field - Football, Lacrosse, Soccer	Basketball	Baseball	Softball	Tennis	Skating	X-Country Skiing	Trails - Mountain Bike	Swimming	Horseback Riding	Other	Off-street Parking	Restrooms	Grills	Other			
Carriage Station Park	Mariquest Tr N & Stillwater Blvd N/WY 5	3	Neighborhood																												
DeMontreville Park	5700 Highlands Tr N	6	Neighborhood																						X						
DeMontreville Wildlife Area	7950 DeMontreville Tr N	24	Community	X		X	X																				X				
Heights Park	26th St & Imperial	5	Neighborhood		X																										
Heritage Park	2700 Block of Lisbon Ave	8	Neighborhood		X																										
Homestead Park	14th St & Lake Elmo Ave	3	Neighborhood		X																										
Réa's Park	5285 Jamaica Blvd	8	Neighborhood	X		X																					X		X		
Lake Elmo Regional Park Reserve	1515 Keats Ave N	2,165	Regional	X		X																					X				
Lake Jane Hills Park	Adjacent to Jamaica Ave N & south of 42nd St	7	Neighborhood	X																											
Legion Avenue North Park (Unnamed)	Adjacent to Legion Ave N & Legion Lane N	6	Neighborhood	X																											
Lions Park	3525 Laverne Ave N	3	Neighborhood																					X	X						
Pebble Park	8160 Lake Jane Tr N	17	Neighborhood	X		X																					X				
Reid Park	11430 - 30th St N	30	Neighborhood	X		X																					X				
Ridge Park	15th St & Inwood Ave	24	Neighborhood			X																									
St. Croix's Sanctuary	Lily Ave & 58th St	6	Neighborhood	X																											
Stonewate Park	750 Jasmine	5	Neighborhood																												
Surfing Lake Park	10000 Stillwater Lane N	284	Community	X		X																					X				
Tabbyn Park	8735 Stillwater Blvd N	9	Neighborhood																								X				
Tona Ridge Park	4525 Lily Ave	5	Neighborhood																												
VFW Park	3675 Layton Ave	3	Special Use Park (exclusive to Little League)																								X				Bleachers

City of Lake Elmo, Minnesota  
*Capital Improvement Plan - 2023 - 2027*  
**2023** thru **2027**

**PROJECTS BY FUNDING SOURCE**

Source	Project #	Priority	2023	2024	2025	2026	2027	Total
<b>Grants/Donation</b>								
New or Refurbished Ballfields	PR-017	1		1,000,000				1,000,000
<b>Grants/Donation Total</b>				<b>1,000,000</b>				<b>1,000,000</b>
<b>Park Dedication Fund</b>								
Central Greenway Regional Trail	PR-009	3	220,000					220,000
Dog Park	PR-019	4		25,000				25,000
Neighborhood Trail Connections	PR-021	2	250,000					250,000
Pebble Park Playground Replacement	PR-022	3		125,000				125,000
Demontriville Park Playground Replacement	PR-023	3		125,000				125,000
Tablyn Park Court Resurfacing	PR-024	3	90,000					90,000
Pebble Park Courts	PR-025	2	120,000					120,000
Kleis Park Disc Golf	PR-027	3		25,000				25,000
Tablyn Park Play Equipment	PR-029	4		125,000				125,000
Stonegate Park Play Equipment	PR-030	4		125,000				125,000
Carriage Station Park Play Equipment	PR-036	5			125,000			125,000
Pickleball Court	PR-037	2	100,000					100,000
Trail Additions	PR-038	3		78,000				78,000
<b>Park Dedication Fund Total</b>			<b>780,000</b>	<b>628,000</b>	<b>125,000</b>			<b>1,533,000</b>
<b>Vehicle Replacement Fund</b>								
Utility Vehicle/Trail Groomer	PR-020	3		37,000				37,000
<b>Vehicle Replacement Fund Total</b>				<b>37,000</b>				<b>37,000</b>
<b>GRAND TOTAL</b>			<b>780,000</b>	<b>1,665,000</b>	<b>125,000</b>			<b>2,570,000</b>

# PARK LAND DEDICATION REQUIREMENT

Part of the Parks Commission Welcome Packet

November 2, 2022

# PURPOSE

- ▶ This slide show is intended to be a informative tool for the park land dedication requirements described in the Lake Elmo City Code.
- ▶ A welcome packet containing this presentation is intended to be handed out annually to new and existing Parks Commission members.





# LEC 103.00.150

***Dedication of land for park and open space use.*** In all new residential subdivisions, a percentage of the gross area of all property subdivided shall be dedicated for parks, playgrounds, trails, public open space, or other public recreational use. For nonresidential developments, the city requires a payment in lieu of land dedication as established by resolution of the city council. Such percentage or fee shall be in addition to the property dedicated for streets, alleys, waterways, pedestrian ways or other public use pursuant to this title.

OR

***Cash in lieu of land.*** The City may elect to receive a cash equivalent payment to the City's Park Dedication Fund instead of physical land, or a combination of cash and physical land. The cash payment shall be an amount equal to the fair market value of the land. A combination of land and cash is also acceptable.

# LAND ACCEPTABILITY

Shall not be accepted for park land dedication:

- 1) Land dedicated or obtained as easements
- 2) Land which is unusable or of unlimited use
- 3) Land within a protected wetland or a floodplain area unless council determines that all of the following criteria are satisfied:
  - a) Would be in best interest of the public
  - b) Would be valuable resource for environmental preservation, educational, or habitat preservation purposes
  - c) Has an exceptional aesthetic value
  - d) Would not become financially burdensome to the city as a result of maintenance or preservation requirements.

# MINIMUM REQUIRED LAND DEDICATION

<i>Zoning Districts</i>	<i>Minimum Required Land Dedication</i>
V-LDR, GCC, LDR, MDR, HDR	10 percent
RS, AG, RE, RR (Rural Districts)	5 percent
C, CC, LC, BP, VMX, MU-BP, MU-C	Fees as set by Council resolution <sup>a</sup>

Trails at least 30 feet in width are eligible for park land credit, but shall not exceed 25% of the total required park land.

# PARK DEDIATION FUND

Park Dedication Fund may be used for:

- a) The acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands or open space.
- b) Redevelopment of rehabilitation of existing park facilities or sites
- c) Debt service in connection with land previously acquired or improvements thereto previously constructed.

No funds shall be used for ongoing operation or maintenance.



## STAFF REPORT

DATE: 11/21/2022

### **MOTION**

**AGENDA ITEM:** Kleis Park Swing Replacement

**TO:** Parks Commission

**SUBMITTED BY:** Adam Swanepoel, Assistant Public Works Director  
Reviewed By: Marty Powers, Public Works Director  
Ben Hetzel, City Planner

---

### **BACKGROUND:**

The playground set and swing at Kleis Park was installed in 1993. In June of 2019 a tree limb from a nearby oak tree fell on the swing causing half of the swing to be removed, leaving only part of its original structure. In the summer of 2022 staff removed the last part of the swing due to safety concerns. In a parks commission meeting in September 2022, staff recommended the replacement of the swing set in 2023. Staff has completed the following research and presents the following.

### **ISSUE BEFORE COMMISSION:**

Would the Parks Commission like to recommend one of the four presented options as a replacement?

### **PROPOSAL DETAILS/ANALYSIS**

Staff reached out to Flagship Recreation in Lake Elmo to work on the design of the swing replacement at Kleis Park. The intentions of this replacement is to make it similar in style and color of current playset. The current playset is scheduled for replacement review in 2026. The current proposals address important ADA improvements which will continue across all city parks as they are constructed or replaced.

Placement of the swing will be reviewed by staff upon selection. Staff suggests close integration of both the swing and playset when that is constructed.

### **FISCAL IMPACT:**

Fiscal impacts are outlined in the 2023-2027 Capital Improvement Plan (CIP). This current replacement suggested was not to exceed \$25,000 and would come from the park dedication funds.

Option 1: Standard 4 person swing. 1304 SF with a concrete curb all around unit including safety chips. **\$16,272.88.**

Option 2: Standard Tripod 4 person swing. 1577 SF with a concrete boarder all around unit including safety chips: **\$18,232.79**

Option 3: Standard 2 person swing with tandem swing. 1304 SF with a concrete boarder all around unit including safety chips **\$18450.98**

Option 4: Standard 3 person swing with an additional group swing. 1714 SF with a concrete boarder all around unit including safety chips. **\$24889.50**

**RECOMMENDATION:**

Staff recommends the following motion:

“Move to recommend to the City Council option 1 or option 4 as a replacement swing for Kleis Park.”

**ATTACHMENTS:**

Flagship Recreation Draft Proposal and Design

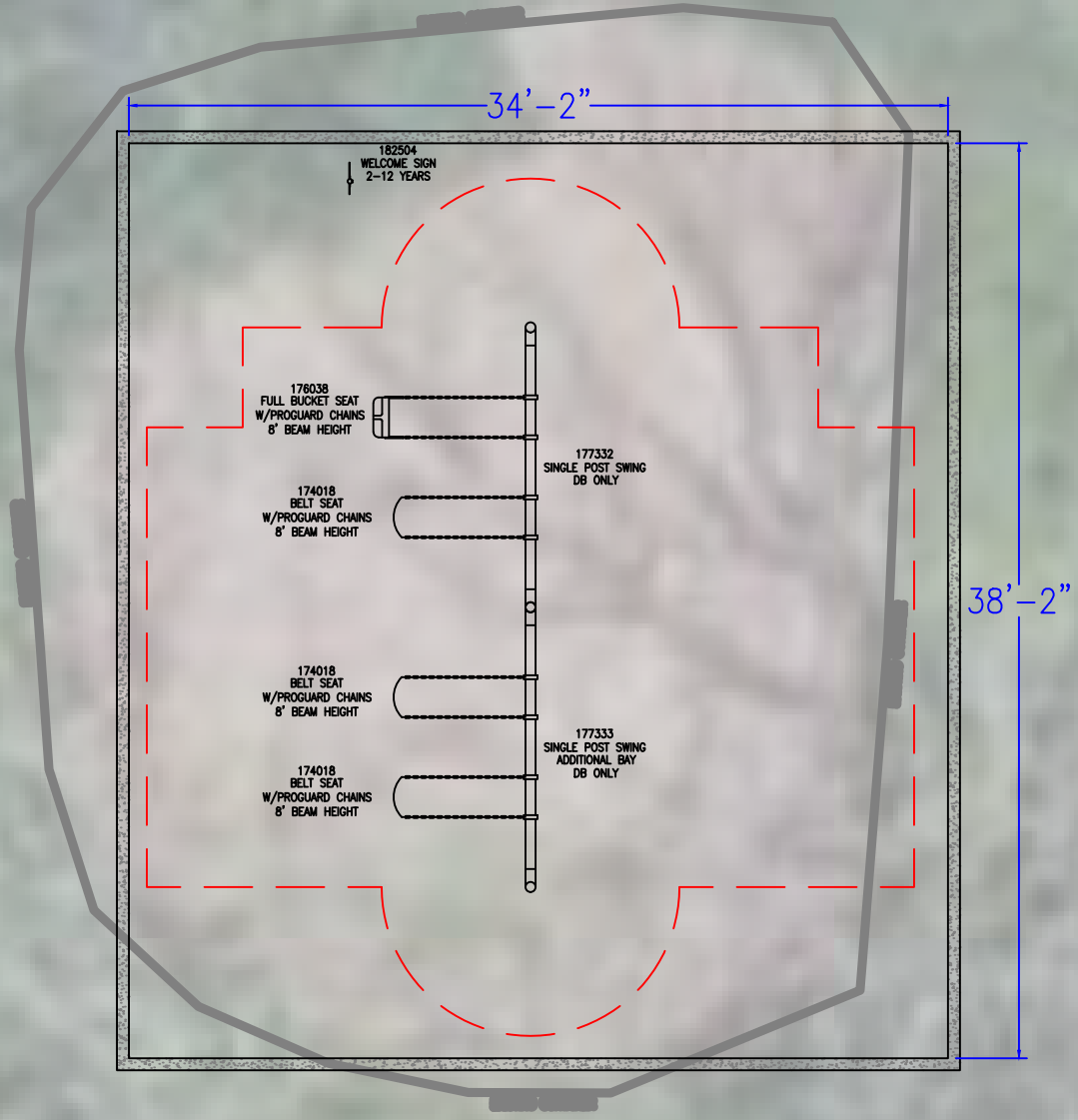


## Klies Park - Swing Option 1

LakeElmo\_KleisPark OPT1 101922 • 10.20.2022



D:\Flagship Recreation\Flagship Recreation - Documents\2022 Planning\Emily Lake Elmo - Kleis Park Swing\Preliminary Design\Swing Option 1\LS101.dwg, K:\BPA\40711



CONTAINER DETAILS	
TOTAL CONTAINER AREA	1304 SF
ASTM SAFETY SURFACING TYPE	ENGINEERED WOOD FIBER
TOTAL PERIMETER	145 LF
EDGING TYPE	6" x 12" CONCRETE CURB

**\*\*SITE PREPARATION REQUIREMENTS:**

- MAXIMUM OF 1% GRADE CHANGE ACROSS CONTAINER
- NO PRE-INSTALLED DRAIN TILE OUTSIDE OF 4 FEET OF PERIMETER
- DRAIN TILE STUB TO BE PROVIDED IF DRAIN TILE IS REQUIRED
- NO DRAINAGE AGGREGATE PRE-INSTALLED
- NO FABRIC PRE-INSTALLED
- MINIMUM CONTAINER SIZE NEEDED DENOTES THE INSIDE OF CURB DIMENSION
- OWNER TO REMOVE EXISTING SWINGS AND CONTAINER
- OWNER TO EXCAVATE CONTAINER 12" (9" EXCAVATION FOR PLASTIC TIMBERS)
- OWNER TO BACKFILL CURB AFTER FLAGSHIP INSTALLATION

2-12 AREA

TOTAL ELEVATED PLAY COMPONENTS	0	
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	0	REQUIRED 0
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	4	REQUIRED 0
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	1	REQUIRED 1



**FLAGSHIP RECREATION**  
 11123 UPPER 33RD ST N  
 LAKE ELMO, MN 55082  
 763-550-7860  
 FLAGSHIPPLAY.COM  
 @FLAGSHIPPLAY



THIS PLAY AREA & PLAY EQUIPMENT IS  
 DESIGNED FOR AGE RANGES AS NOTED  
 ON PLAN.

**Kleis Park  
 Swing Option 1**

5285 Jamaca Blvd N  
 Lake Elmo, MN 55042

**SALES REPRESENTATIVE:**  
 Emily Maloney

**DESIGNED BY:**  
 JLT  
 10/20/22

1/8" = 1'-0"

SHEET  
**LS101**





City of Lake Elmo  
 3800 Laverne Avenue North  
 Lake Elmo, Minnesota 55042  
 Adam Swanepoel, Assistant Public Works Director

**SWING OPTION 1**

**PRELIMINARY BUDGET - THIS IS AN ESTIMATE & NOT A FORMAL QUOTE**

	Preliminary Budget	Plastic Timbers	QTY	Notes
<b>Play Equipment</b>				
Standard Equipment - LakeElmo_KleisPark OPT1 101922	4,091.00			2022 List Price of Equipment
State Contract Discount	(245.46)		6%	State Contract #218091 (6% discount under \$80,000 & 8% discount \$80,000 & above)
Sales Tax - if applicable	0.00			ST3 Certificate of Exemption must be provided by owner.
<b>Delivery of Play equipment</b>	400.00			Estimated / Final quote will be provided upon final design.
<b>Mobilization</b>	750.00			
Dumpster(s) - 30 Yard	0.00			City to Provide Disposal of packaging material
<b>Site work</b>				
Excavation (new container)				EXCAVATION BY OWNER (12" DEPTH)
Demo/Disposal of Equipment & Excavation (existing container)				EQUIPMENT REMOVAL BY OWNER
<b>Border Options</b>				
Concrete Border Straight (LF)	6,571.47	(6,571.47)	145	Estimated. Standard 6" W x 12" D.
Plastic Timbers & Ramp		1,896.85	36	OPTION FOR PLASTIC TIMBERS INSTEAD OF CONCRETE CURB
<b>Equipment Installation (Labor &amp; Concrete for Footings)</b>	1,966.98		51.15%	Full professional installation by Landscape Structures Certified Installers. <b>Standard labor rate unless otherwise noted</b>
<b>Subgrade Prep &amp; Engineered Wood Fiber Surfacing (EWF)</b>				
Drainage Aggregate - Pea Rock or Concrete Sand (Tons)	0.00		0	Pea Rock - 3" depth - <b>Recommended with EWF installations.</b> NOT INCLUDED
GeoTextile Fabric (Sq. Ft.)	693.64		1,304	Price includes installation
EWF - Playground Safety Surfacing (CY)	2,045.25		45	IPEMA Certified Playground Surfacing - Meets the standards of ASTM, ADA & CPSC
Site Restoration (Sq.Ft.)	0.00		0	BY OWNER
	<b>Budget Total</b>	<b>Total Adjustment</b>		<b>Total w/ Plastic Timber Border</b>
	16,272.88	(4,674.62)		11,598.26



### Klies Park - Swing Option 2

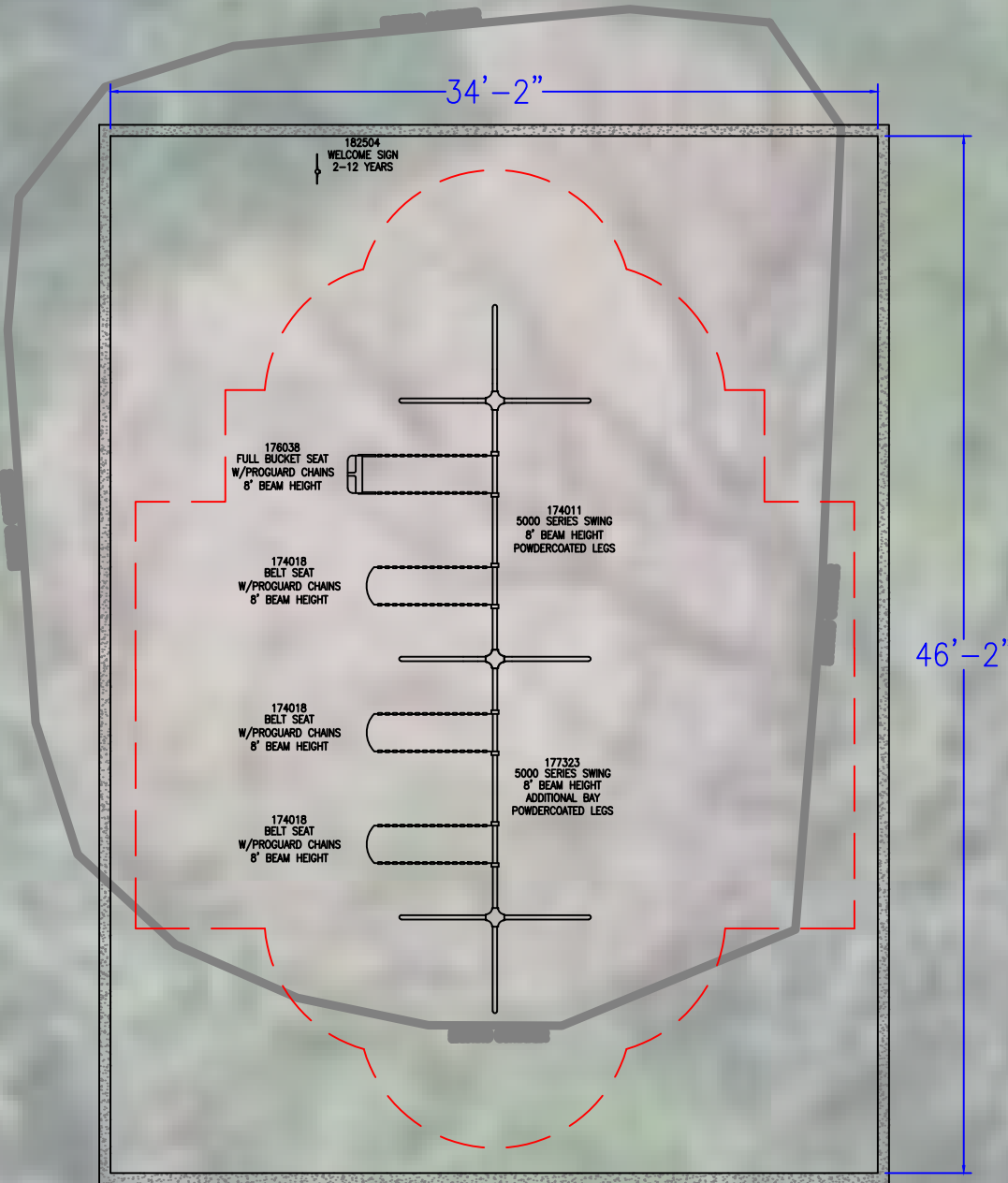
LakeElmo\_KleisPark OPT2 101922 • 10.20.2022



CONTAINER DETAILS	
TOTAL CONTAINER AREA	1577 SF
ASTM SAFETY SURFACING TYPE	ENGINEERED WOOD FIBER
TOTAL PERIMETER	161 LF
EDGING TYPE	6" x 12" CONCRETE CURB

**\*\*SITE PREPARATION REQUIREMENTS:**

- MAXIMUM OF 1% GRADE CHANGE ACROSS CONTAINER
- NO PRE-INSTALLED DRAIN TILE OUTSIDE OF 4 FEET OF PERIMETER
- DRAIN TILE STUB TO BE PROVIDED IF DRAIN TILE IS REQUIRED
- NO DRAINAGE AGGREGATE PRE-INSTALLED
- NO FABRIC PRE-INSTALLED
- MINIMUM CONTAINER SIZE NEEDED DENOTES THE INSIDE OF CURB DIMENSION
- OWNER TO REMOVE EXISTING SWINGS AND CONTAINER
- OWNER TO EXCAVATE CONTAINER 12" (9" EXCAVATION FOR PLASTIC TIMBERS)
- OWNER TO BACKFILL CURB AFTER FLAGSHIP INSTALLATION



2-12 AREA

TOTAL ELEVATED PLAY COMPONENTS	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	0	REQUIRED 0
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	4	REQUIRED 0
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	1	REQUIRED 1



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THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGE RANGES AS NOTED ON PLAN.

**Kleis Park  
 Swing Option 2**

5285 Jamaca Blvd N  
 Lake Elmo, MN 55042

**SALES REPRESENTATIVE:**  
 Emily Maloney

**DESIGNED BY:**  
 JLT  
 10/20/22

1/8" = 1'-0"

SHEET  
**LS101**



City of Lake Elmo  
 3800 Laverne Avenue North  
 Lake Elmo, Minnesota 55042  
 Adam Swanepoel, Assistant Public Works Director

## SWING OPTION 2

PRELIMINARY BUDGET - THIS IS AN ESTIMATE & NOT A FORMAL QUOTE

	Preliminary Budget	Plastic Timbers	QTY	Notes
<b>Play Equipment</b>				
Standard Equipment - LakeElmo_KleisPark OPT2 101922	3,927.00			2022 List Price of Equipment
State Contract Discount	(235.62)		6%	State Contract #218091 (6% discount under \$80,000 & 8% discount \$80,000 & above)
Sales Tax - if applicable	0.00			ST3 Certificate of Exemption must be provided by owner.
<b>Delivery of Play equipment</b>	400.00			Estimated / Final quote will be provided upon final design.
<b>Mobilization</b>	750.00			
Dumpster(s) - 30 Yard	0.00			City to Provide Disposal of packaging material
<b>Site work</b>				
Excavation (new container)				EXCAVATION BY OWNER (12" DEPTH)
Demo/Disposal of Equipment & Excavation (existing container)				EQUIPMENT REMOVAL BY OWNER
<b>Border Options</b>				
Concrete Border Straight (LF)	7,296.60	(7,296.60)	161	Estimated. Standard 6" W x 12" D.
Plastic Timbers & Ramp		2,050.88	40	OPTION FOR PLASTIC TIMBERS INSTEAD OF CONCRETE CURB
<b>Equipment Installation (Labor &amp; Concrete for Footings)</b>	2,792.65		75.65%	Full professional installation by Landscape Structures Certified Installers. <b>Standard labor rate unless otherwise noted</b>
<b>Subgrade Prep &amp; Engineered Wood Fiber Surfacing (EWF)</b>				
Drainage Aggregate - Pea Rock or Concrete Sand (Tons)	0.00		0	Pea Rock - 3" depth - <b>Recommended with EWF installations.</b> NOT INCLUDED
GeoTextile Fabric (Sq. Ft.)	838.86		1,577	Price includes installation
EWF - Playground Safety Surfacing (CY)	2,454.30		54	IPEMA Certified Playground Surfacing - Meets the standards of ASTM, ADA & CPSC
Site Restoration (Sq.Ft.)	0.00		0	BY OWNER
	<b>Budget Total</b>	<b>Total Adjustment</b>		<b>Total w/ Plastic Timbers</b>
	18,223.79	(5,245.72)		12,978.07



### Klies Park - Swing Option 3

LakeElmo\_KleisPark OPT3 101922 • 10.20.2022

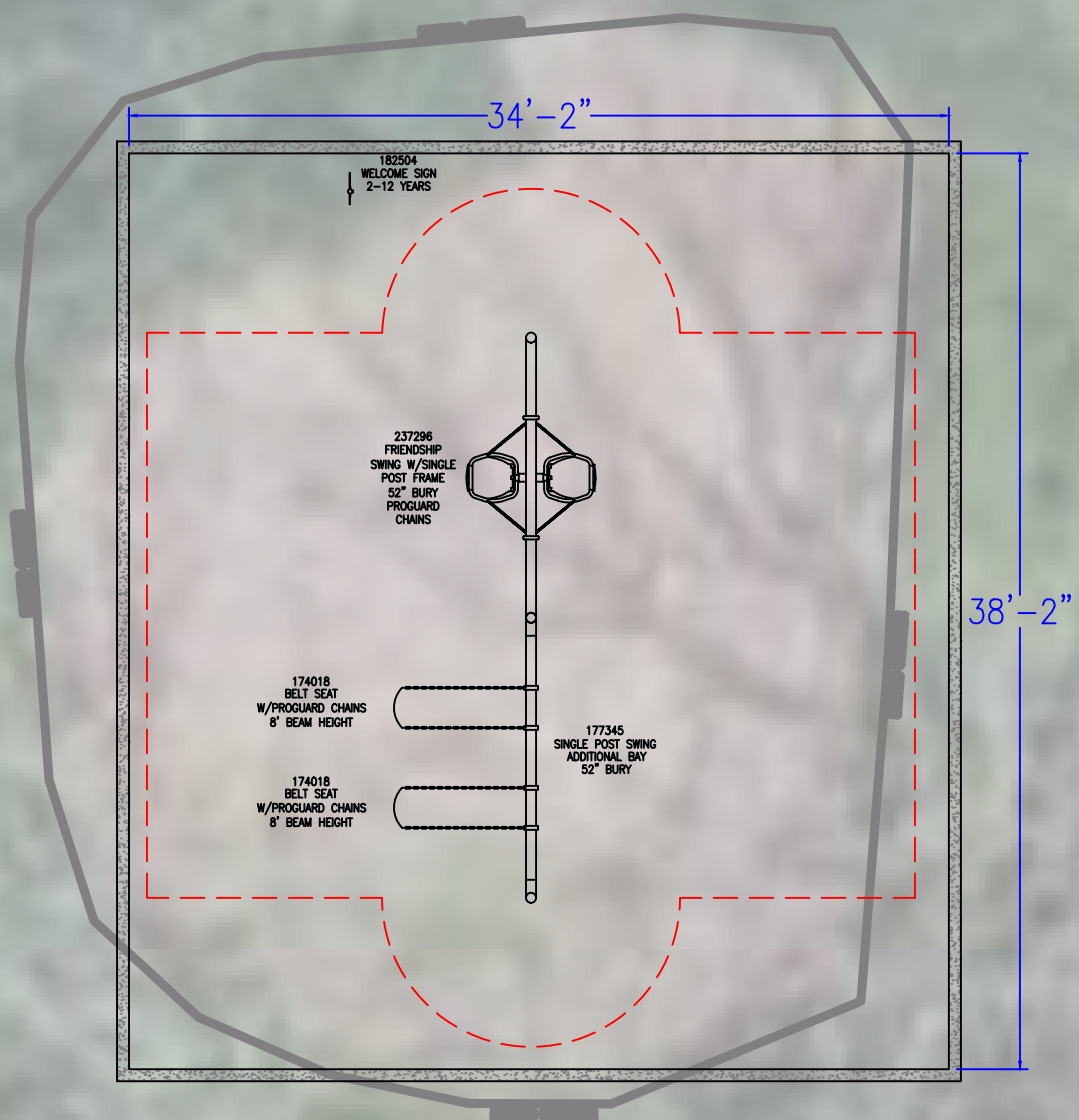


**CONTAINER DETAILS**

TOTAL CONTAINER AREA	1304 SF
ASTM SAFETY SURFACING TYPE	ENGINEERED WOOD FIBER
TOTAL PERIMETER	145 LF
EDGING TYPE	6" x 12" CONCRETE CURB

**\*\*SITE PREPARATION REQUIREMENTS:**

- MAXIMUM OF 1% GRADE CHANGE ACROSS CONTAINER
- NO PRE-INSTALLED DRAIN TILE OUTSIDE OF 4 FEET OF PERIMETER
- DRAIN TILE STUB TO BE PROVIDED IF DRAIN TILE IS REQUIRED
- NO DRAINAGE AGGREGATE PRE-INSTALLED
- NO FABRIC PRE-INSTALLED
- MINIMUM CONTAINER SIZE NEEDED DENOTES THE INSIDE OF CURB DIMENSION
- OWNER TO REMOVE EXISTING SWINGS AND CONTAINER
- OWNER TO EXCAVATE CONTAINER 12" (9" EXCAVATION FOR PLASTIC TIMBERS)
- OWNER TO BACKFILL CURB AFTER FLAGSHIP INSTALLATION



Freestanding Play  
(2-12 years)

**2-12 AREA**

TOTAL ELEVATED PLAY COMPONENTS	0	
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	0	REQUIRED 0
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	3	REQUIRED 0
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	2	REQUIRED 2



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THIS PLAY AREA & PLAY EQUIPMENT IS  
DESIGNED FOR AGE RANGES AS NOTED  
ON PLAN.

**Kleis Park  
Swing Option 3**

5285 Jamaca Blvd N  
Lake Elmo, MN 55042

**SALES REPRESENTATIVE:**  
Emily Maloney

**DESIGNED BY:**  
JLT  
10/20/22

**1/8" = 1'-0"**

SHEET

**LS101**



City of Lake Elmo  
 3800 Laverne Avenue North  
 Lake Elmo, Minnesota 55042  
 Adam Swanepoel, Assistant Public Works Director

**SWING OPTION 3**

**PRELIMINARY BUDGET - THIS IS AN ESTIMATE & NOT A FORMAL QUOTE**

	Preliminary Budget	Plastic Timbers	Possible Reductions	QTY	Notes
<b>Play Equipment</b>					
Standard Equipment - LakeElmo_KleisPark OPT3 101922	6,024.00				2022 List Price of Equipment
State Contract Discount	(361.44)			6%	State Contract #218091 (6% discount under \$80,000 & 8% discount \$80,000 & above)
Sales Tax - if applicable	0.00				ST3 Certificate of Exemption must be provided by owner.
<b>Delivery of Play equipment</b>	400.00				Estimated / Final quote will be provided upon final design.
<b>Mobilization</b>	750.00				
Dumpster(s) - 30 Yard	0.00				City to Provide Disposal of packaging material
<b>Site work</b>					
Excavation (new container)					EXCAVATION BY OWNER (12" DEPTH)
Demo/Disposal of Equipment & Excavation (existing container)					EQUIPMENT REMOVAL BY OWNER
<b>Border Options</b>					
Concrete Border Straight (LF)	6,571.47	(6,571.47)		145	Estimated. Standard 6" W x 12" D.
Plastic Timbers & Ramp		1,896.85		36	OPTION FOR PLASTIC TIMBERS INSTEAD OF CONCRETE CURB
<b>Equipment Installation (Labor &amp; Concrete for Footings)</b>	2,328.05			41.11%	Full professional installation by Landscape Structures Certified Installers. <b>Standard labor rate unless otherwise noted</b>
<b>Subgrade Prep &amp; Engineered Wood Fiber Surfacing (EWF)</b>					
Drainage Aggregate - Pea Rock or Concrete Sand (Tons)	0.00			0	Pea Rock - 3" depth - <b>Recommended with EWF installations.</b> NOT INCLUDED
GeoTextile Fabric (Sq. Ft.)	693.64			1,304	Price includes installation
EWF - Playground Safety Surfacing (CY)	2,045.25			45	IPEMA Certified Playground Surfacing - Meets the standards of ASTM, ADA & CPSC
<b>Site Restoration (Sq.Ft.)</b>	0.00			0	BY OWNER
	<b>Budget Total</b>	<b>Total Adjustment</b>	<b>Total Reductions</b>		<b>Total w/ Plastic Timbers</b>
	18,450.98	(4,674.62)	0.00		13,776.35



## Klies Park - Swing Option 4

LakeElmo\_KleisPark OPT4 101922 • 10.20.2022



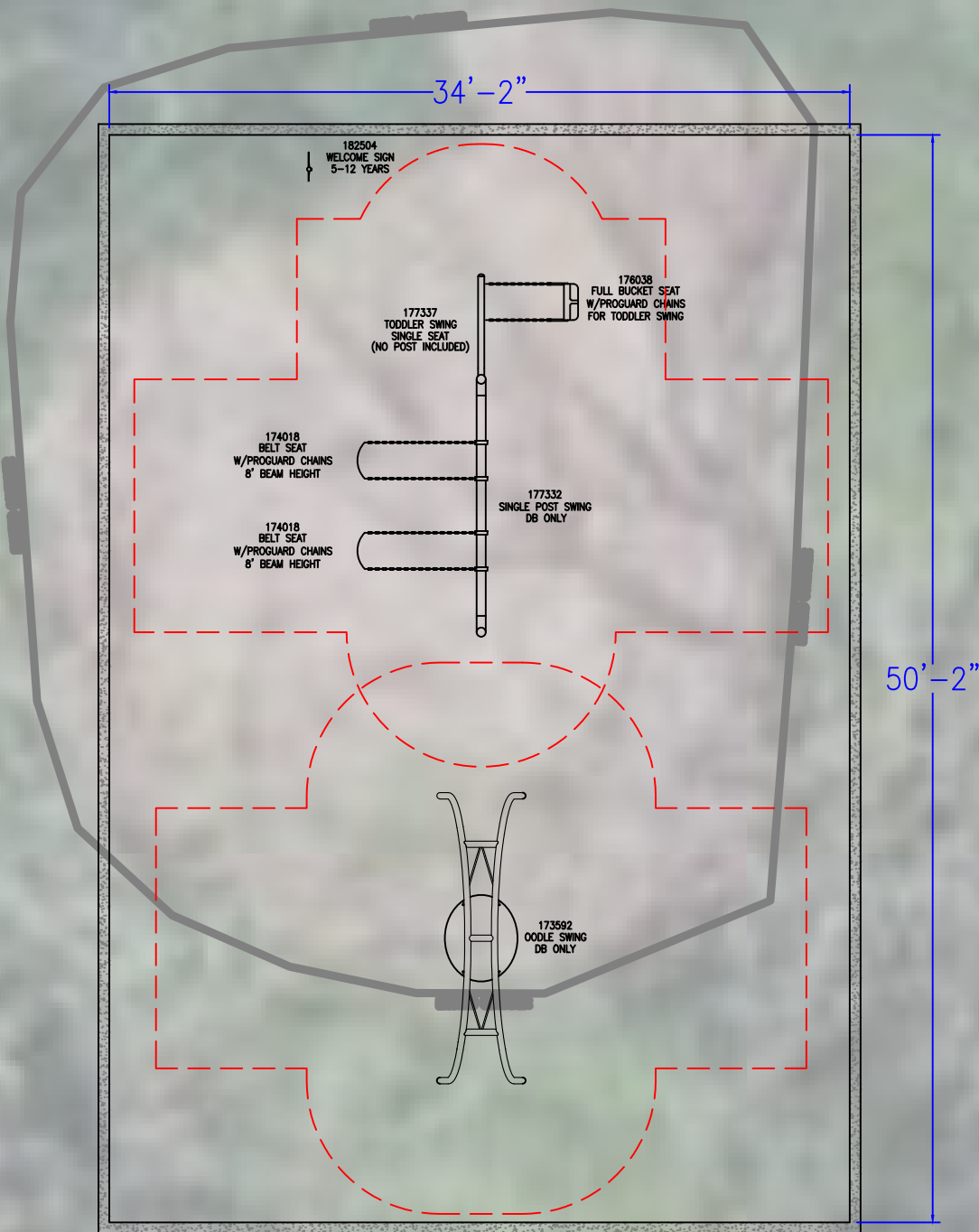


**CONTAINER DETAILS**

TOTAL CONTAINER AREA	1714 SF
ASTM SAFETY SURFACING TYPE	ENGINEERED WOOD FIBER
TOTAL PERIMETER	169 LF
EDGING TYPE	6" x 12" CONCRETE CURB

**\*\*SITE PREPARATION REQUIREMENTS:**

- MAXIMUM OF 1% GRADE CHANGE ACROSS CONTAINER
- NO PRE-INSTALLED DRAIN TILE OUTSIDE OF 4 FEET OF PERIMETER
- DRAIN TILE STUB TO BE PROVIDED IF DRAIN TILE IS REQUIRED
- NO DRAINAGE AGGREGATE PRE-INSTALLED
- NO FABRIC PRE-INSTALLED
- MINIMUM CONTAINER SIZE NEEDED DENOTES THE INSIDE OF CURB DIMENSION
- OWNER TO REMOVE EXISTING SWINGS AND CONTAINER
- OWNER TO EXCAVATE CONTAINER 12" (9" EXCAVATION FOR PLASTIC TIMBERS)
- OWNER TO BACKFILL CURB AFTER FLAGSHIP INSTALLATION



5-12 AREA

TOTAL ELEVATED PLAY COMPONENTS	0	
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	0	REQUIRED 0
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	3	REQUIRED 0
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	2	REQUIRED 2



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THIS PLAY AREA & PLAY EQUIPMENT IS  
 DESIGNED FOR AGE RANGES AS NOTED  
 ON PLAN.

**Kleis Park  
 Swing Option 4**

5285 Jamaca Blvd N  
 Lake Elmo, MN 55042

**SALES REPRESENTATIVE:**  
 Emily Maloney

**DESIGNED BY:**  
 JLT  
 10/20/22

**1/8" = 1'-0"**

SHEET

**LS101**



City of Lake Elmo  
 3800 Laverne Avenue North  
 Lake Elmo, Minnesota 55042  
 Adam Swanepoel, Assistant Public Works Director

**SWING OPTION 4**

**PRELIMINARY BUDGET - THIS IS AN ESTIMATE & NOT A FORMAL QUOTE**

	Preliminary Budget	Plastic Timbers	QTY	Notes
<b>Play Equipment</b>				
Standard Equipment - LakeElmo_KleisPark OPT4 101922	10,195.00			2022 List Price of Equipment
State Contract Discount	(611.70)		6%	State Contract #218091 (6% discount under \$80,000 & 8% discount \$80,000 & above)
Sales Tax - if applicable	0.00			ST3 Certificate of Exemption must be provided by owner.
<b>Delivery of Play equipment</b>	400.00			Estimated / Final quote will be provided upon final design.
<b>Mobilization</b>	750.00			
Dumpster(s) - 30 Yard	0.00			City to Provide Disposal of packaging material
<b>Site work</b>				
Excavation (new container)				EXCAVATION BY OWNER (12" DEPTH)
Demo/Disposal of Equipment & Excavation (existing container)				EQUIPMENT REMOVAL BY OWNER
<b>Border Options</b>				
Concrete Border Straight (LF)	7,659.17	(7,659.17)	169	Estimated. Standard 6" W x 12" D.
Plastic Timbers & Ramp		2,127.90	42	OPTION FOR PLASTIC TIMBERS INSTEAD OF CONCRETE CURB
<b>Equipment Installation (Labor &amp; Concrete for Footings)</b>	2,903.75		30.30%	Full professional installation by Landscape Structures Certified Installers. <b>Standard labor rate unless otherwise noted</b>
<b>Subgrade Prep &amp; Engineered Wood Fiber Surfacing (EWF)</b>				
Drainage Aggregate - Pea Rock or Concrete Sand (Tons)	0.00		0	Pea Rock - 3" depth - <b>Recommended with EWF installations.</b> NOT INCLUDED
GeoTextile Fabric (Sq. Ft.)	911.73		1,714	Price includes installation
EWF - Playground Safety Surfacing (CY)	2,681.55		59	IPEMA Certified Playground Surfacing - Meets the standards of ASTM, ADA & CPSC
Site Restoration (Sq.Ft.)	0.00		0	BY OWNER
	<b>Budget Total</b>	<b>Total Adjustment</b>		<b>Total w/ Plastic Timbers</b>
	24,889.50	(5,531.27)		19,358.23



## STAFF REPORT

DATE: 11/21/22

### **MOTION**

**AGENDA ITEM:** January 9, 2023 City Council Workshop

**TO:** Parks Commission

**SUBMITTED BY:** Ben Hetzel, City Planner

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### **BACKGROUND:**

At the October 17, 2022 meeting, the City of Lake Elmo Parks Commission requested that staff look into the possibility of a joint work session between the Parks Commission and City Council. Staff has been informed that a joint work session can occur at the January 9, 2023 City Council Workshop if the Parks Commission wishes. The joint work session will be focused on the annual Parks Commission Work Plan. Commissioners and staff formulate the 2023 Parks Work Plan at the December 19, 2022 Parks Commission meeting. This joint work session will be a time to discuss the Parks Commission goals and projects for the upcoming year with City Council and receive feedback.

The Parks Commission is tasked with developing an annual work plan per Section 3.12.540(b)(6) of the City Code. The Work Plan includes a list of projects, maintenance items, programs and goals for the year. The plan is intended to assess and then implement overall goals of the Parks Commission and outlines projects that the Commission and staff will work on throughout the upcoming year.

### **ISSUE BEFORE COMMISSION:**

Would Commissioners like to attend the January 9, 2023 City Council Workshop at 6:30 p.m.?

### **RECOMMENDATION:**

The Parks Commission should choose to attend or not attend the January 9, 2023 City Council Workshop so an item can be placed on the workshop agenda.

*“Move to attend the January 9, 2023 City Council Workshop”*