



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
May 15th 2023**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
 - a) April 17th 2023
5. Public Comment
6. Northshore Development - Concept Plan
7. Capital Improvement Plan (CIP)
8. Communication
 - a) Baseball Field Updates
 - b) Tablyn and Pebble Court Updates
9. 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
April 17, 2023

Members Present: Commissioners Kastler, Rivera-Reyes, Hoelscher, Barrett, Bloyer, and Esch

Absent: none

Staff Present: Assistant Public Works Director Swanepoel

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

Approval of Agenda

Hoelscher motioned to approve the agenda as presented, Barrett provided a second; no discussion. Unanimously approved 6-0.

Approval of Minutes

Esch motioned to approve the March 20, 2023 Parks Commission Minutes, Hoelscher provided a second; no comments. Motion passed unanimously 6-0.

Public Comments

John Howley located at 8190 Lake Jane Trl. N. provided his concerns regarding video quality of meetings, the proposed Dog Park, and proposed changes at Pebble Park.

Suzy and Josh Godbout located at 8100 Lake Jane Trl provided their concerns regarding the state of Pebble Park and adding pickleball.

Todd Bruchu located at 3150 Klondike Ave and Lake Elmo Baseball Association representative provided a recommendation and design proposal for Reid Park.

Tony Manzara located at 5050 50th St N and Sunfish Lake Park representative commented about park activities, making special mention about the new plant a tree program.

Tablyn and Pebble Courts Bid Review

Assistant Public Works Director Swanepoel presented the background and bids. Discussion held.

Hoelscher moved to recommend to the City Council the lowest bid presented by T.A. Schifsky and Sons Inc. to complete Pebble and Tablyn Court projects as proposed, Barrett provided a second; discussion held. Motion carried 5-1, Kastler nay.

Communications

- a) ADA compliance for those proposed layouts will be mapped out this summer for completion.
- b) Donation was approved by the Council for bench, tree, and plaque or combination of.
- c) RFP was approved by Council to go out and included Pebble Park.
- d) 2023 has no CIP items for baseball.
- e) Dog Park was approved by the Council. Council asked to add a small dog park, access to running water, and add double doors/gate. That would likely bring us up to that 25,000 mark.
- f) Working on a RPF for a new Parks Use Plan.
- g) Communication strategy.

Kastler adjourned the meeting at 7:37 PM

Respectfully Submitted
Rebecca McGuire, Deputy Clerk



TO: Parks Commission
FROM: Sophia Jensen, City Planner
AGENDA ITEM: Northshore Development Concept Plan
REVIEWED BY: Jenni Faulkner, Planning Consultant

BACKGROUND:

The City has received a request from Northshore Development for review of a Concept Plan on the Sreaton property north of Stillwater Blvd. The site is currently comprised of an active farm field and vacated road right of way. The project consists of both a residential and commercial component. The commercial component consists of a bank, office building, and vacant sites. The commercial zoning would be around the South and East sides of the site. The residential portion of the project is to develop at a later date and would be zoned village medium density residential (V-MDR). The V-MDR zoning would be around the North and West sides of the site. The site is located between Stillwater Way and Stillwater Blvd. The proposed project would require approval of a Planned Unit Development (PUD), plat, comprehensive plan amendment and a zoning map amendment (rezoning) to the land use designations guided by the Comprehensive Plan. No development rights are granted at this stage.

ISSUE BEFORE THE PARKS COMMISSION:

The Parks Commission is being asked to review the concept to provide feedback on the proposal to meet the City Code Park Land Dedication Requirements and the Comprehensive Plan guidance.

GENERAL INFORMATION:

- *Property Owner:* Sreaton Family Trust
- *Applicant:* Northshore Development
- *Parcel:* 12.029.21.44.0020, 12.029.21.44.0022, and 13.029.21.11.0006
- *Site Area:* ~25.98 acres (subject to change due to Right of Way Acquisition)
- *Land Use Guidance:* Commercial and Village Medium Density Residential
- *Current Zoning:* Rural Transitional
- *Surrounding Land Use:* Open Space PUD to North, Rural Transitional (residential and cemetery) to West, Stillwater Blvd. and Rural Transitional farm fields to South, and commercial gas station and Baytown Township to the East.

PARKS PROPOSAL DETAILS:

The proposed project would have ~7 acres zoned commercial and ~17.3 acres zoned residential according to the site plan. The park dedication for the commercial land would be the fee determined by council (\$6,000/acre). The land zoned residential has the option of: a fee (estimated at \$120,000), land 10% (1.73 acres), or a combination of both.

The applicant is proposing a 0.74 acre lot for parkland dedication. The proposed site is surrounded by streets and would be accessible via on-street parking. The applicant is not proposing any trail construction although they are willing to accommodate trail connectivity if recommended.

SUBDIVISION CODE:

§103.00.150 Park Land Dedication Requirements. The City Code outlines the type of land that is considered acceptable for park dedication.

Park Dedication Requirement. The developer is required to provide the City with either physical land, cash payment, or a combination of both.

Land acceptability. The City must approve the location and configuration of any park land which is proposed for dedication and shall take into consideration the suitability of the land and for its intended purpose; the future needs of the City for parks, playgrounds, trails, or open space; and the recommendations of the City's Parks Commission. The following properties shall not be accepted for park land dedications:

- (1) Land dedicated or obtained as easements for streets, sewer, electrical, gas, storm water drainage and retention areas, or other similar utilities and improvements;
- (2) Land which is unusable or of limited use; and/or
- (3) Land within a protected wetland or within a flood plain area unless the Council determines that all of the following criteria are satisfied:
 - (a) Would be in the best interests of the general public;
 - (b) Would be valuable resource for environmental preservation, educational, or habitat preservation purposes;
 - (c) Has an exceptional aesthetic value; and
 - (d) Would not become financially burdensome to the City as a result of maintenance or preservation requirements.

Trails. Trails constructed by a subdivider within dedicated public open space having at least 30 feet of width are eligible for park credit. The amount of trail dedication credit shall not exceed 25% of the total dedication. To receive credit for a trail, there must be a through public trail connection to the larger Lake Elmo or Washington County trail network. If the proposed trails are not able to connect to existing trails, they must be installed in a way that would provide a connection to future planned trails as additional infrastructure is established.

COMPREHENSIVE PLAN – PARKS:

Chapter 6 Parks, Trails & Open Space has area and site specific recommendations that should influence the recommendation of the Parks Commission. The park search map identifies the property to be within a sports complex and community park search area. According to the Comprehensive Plan, the community park for the village planning area should be roughly 10-15 acres a landmark and gathering place for the community.



COMPREHENSIVE PLAN - TRAILS:

Chapter 6 Parks, Trails & Open Space has area and site specific recommendations that should influence the recommendation of the Parks Commission. The trail search map identifies that the property to be within the Regional trail search corridor and depicts future road separated trails along Stillwater Blvd and Stillwater Way (prior to road reconfiguration). There is an existing regional trail along the north side of Stillwater Way build from previous development.



FINDINGS:

1. This area is already serviced by a handful of neighborhood parks. Within about a 1-mile radius these include: Carriage Station, Tana Ridge, Firefly, Reid, Pilot, Lions.
2. The area is serviced by two community parks within a 2-mile radius: Sunfish Lake Park and VFW Park.
3. Due to the acreage of residential land that is proposed for developed a 10% land dedication would not be large enough to support a community park or sports complex as described in the Comprehensive Plan.
4. An existing trail along the North side of Stillwater Way satisfies the trail search corridor. A pedestrian crossing should be incorporated into the site to connect this site to the existing regional trail system.

OPTIONS:

For the residential portion of land the Commission may recommend to that:

- The City accept cash in lieu of land.
- The City accept land in lieu of cash.
- The City take a combination of both.

RECOMMENDATION:

Staff recommends the Parks Commission recommend to the City Council the following:

“Move to recommend approval of the Northshore Development Concept Plan with the acceptance of the set fee for the commercial component of the project, the acceptance of cash in lieu of land for the residential component of the project, and to recommend a pedestrian crossing be added to connect to the existing regional trail based on the findings listed in the staff report.”

ATTACHMENT:

1. Application and Narrative
2. Concept Plan
3. Map 6-7. Search Areas for New Parks and Facilities (Comprehensive Plan)
4. Map 6-8. Future Trail Plan (Comprehensive Plan)

Date Received: _____
Received By: _____
Permit #: _____



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

SUBDIVISION SKETCH PLAN APPLICATION

Applicant: Matt Alexander
Address: 235 Lake Street East Suite 300, Wayzata, MN 55391
Phone #: ●●●●●
Email Address: ●●●●●●●●●●●●●●●●●●●●

Fee Owner: Screaton Family Trust
Address: 711 Manning Ave N, Lake Elmo, MN 55042
Phone #: _____
Email Address: _____

Engineer: Jack Ammerman
Address: One Carlson Parkway North Suite 100, Plymouth, Minnesota 55447
Phone #: 810252-1431
Email Address: Jack.Ammerman@stantec.co

Property Location (Address): Intersection of Stillwater Blvd way N, Highway 14, Highway 15
Complete Legal Description: Section 12 Township 029 Range 021 that part of the east half of the east half of the southeast quarter of
section 12 township 29 north, range 21 west, Washington county, Minnesota, which lies southeasterly of Minnesota state highway no. 5, and which lies southwesterly of county state rd highway no.
PID#: 1202921440020 & 1202921440022

Detailed Reason for Request: Proposal for approximately 7-acre commercial development with potential office, retail, and bank use
Project will include new roads, utilities, parking lots, stormwater management, and appurtenances

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning ordinance and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

Signature of applicant: [Signature] Date: 3/30/23

Signature of fee owner: [Signature] Date: 3/30/23

Screaton Family Trust

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name of applicant DAVID SCREATOR
(Please Print)

Street address/legal description of subject property _____

Section 12 Township 029 Range 021 that part of the east half of the east half of the southeast quarter of

section 12, township 29 north, range 21 west, washington county, minnesota, which lies southeasterly

of minnesota state highway no. 5, and which lies southwesterly of county state aid highway no.

David S. Screator
Screator Family Trust

3-30-23

Signature

Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

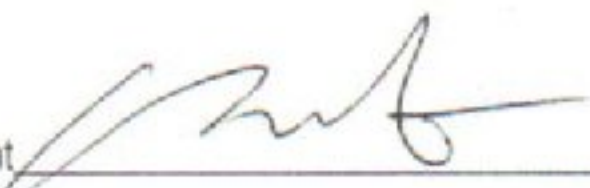
ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by City staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the City upon demand, expenses, determined by the City, that the City incurs in reviewing this application and shall provide an escrow deposit to the City in an amount to be determined by the City. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by City personnel to the property for purposes of review of my application.

Signature of applicant  Date 3/30/23
Name of applicant Matt Alexander Phone 651-747-3900
(Please Print)

Name and address of Contact (if other than applicant) _____
Dawn K Sreaton Family Trust

April 20th, 2023

City of Lake Elmo, MN
3800 Laverne Ave N
Lake Elmo, MN 55042

Village Hub - Mixed Use PUD Project Narrative

Background

Bridgewater Bancshares, LLC, represented by North Shore Development Partners, is pleased to be applying for Sketch Plan Review for an approximately 25-acre site for future development. The site is located at the northwest corner of Stillwater Boulevard N and Manning Ave N. The proposed project consists of three parcels, the main subject parcel, a future County ROW acquisition, and the northern portion above Stillwater Blvd N of the adjacent southern parcel (PIDs 1202921440020, 1202921440022, and 1302921110006 respectively). The project also proposed ROW acquisition of a portion of Stillwater Way N which bounds the project on the northwest side.

The proposed project proposes a first phase of commercial development with a residential component to follow in the future pending favorable market conditions – all of which is intended to be consistent with Lake Elmo's 2040 Comprehensive Plan. The commercial portion of the project will face the south and east along Stillwater Boulevard N and Manning Ave n (C.S.A.H No. 14, and 15 respectively). The project proposes four commercial buildings within the proposed 7-acre commercial area. The first phase will include a bank facility on the southeast corner of the parcel.

Bridgewater Bancshares, LLC & North Shore Development Partners

About Bridgewater Bancshares, Inc. is a St. Louis Park, Minnesota-based financial holding company. Bridgewater's primary banking subsidiary, Bridgewater Bank, is a premier, full-service Twin Cities bank dedicated to serving the diverse needs of commercial real estate investors, entrepreneurs, business clients and successful individuals. By pairing a range of deposit, lending and business services solutions with a responsive service model, Bridgewater has seen continuous growth and profitability. With total assets of \$4.3 billion and seven branches as of December 31, 2022, Bridgewater is considered one of the largest locally led banks in the State of Minnesota, and has received numerous awards for its growth, banking services and esteemed corporate culture.

North Shore Development Partners (North Shore) is locally based out of Wayzata, MN with strong background in high quality multifamily and mixed-use real estate assets for Twin Cities communities. North Shore has over thirty years of development experience across their partners. Notable recent projects include The Exchange in New Brighton, MN and The Stax of Long Lake, in Long Lake, MN. North Shore operates a high standard of quality within their developments and seeks to provide a sense of community that supports the local growth of Lake Elmo.

The development team anticipates that this project will kickstart development within this area of the City with a high standard of quality and workmanship in initial construction, but also in operation and management.

Buildings

The development team will follow the City of Lake Elmo Design Guidelines and Standards by putting forth a quality development with buildings of high architectural quality and an efficient site that will work well for all users, both vehicular and pedestrian. The buildings will be placed in a manner to ensure good sightlines while also maintaining safe circulation patterns. Streetscapes, landscaping, and parking areas will be designed to create an enjoyable outdoor environment of high aesthetic value while also maximizing pervious surfaces. Buildings will be designed using quality materials and human-scale massing to promote visual interest and support Lake Elmo's unique identity.

Site

The site is currently zoned Rural Transitional with a future Land Use of Residential and Commercial. It is anticipated that the future zoning will be Commercial and V-MDR Village Medium Density Residential per the City of Lake Elmo's 2040 Comprehensive Plan. The development team is working directly with City Planning Staff and MET Council regarding the proposed residential & commercial acreages as it pertains to the Comprehensive Plan. The project proposes the commercial area to be approximately 7-acres in size, consistent with the previously approved Land Use areas per MET Council and the Comprehensive Plan.

The base parcel for the project is ~21.86 acres in size. The project will acquire ~2.77 acres of previous Washington County ROW area adjacent to the east and is seeking to acquire up to 45' width of additional City ROW from Stillwater Way N to the northwest. The total site area with the County ROW area added is ~24.63 acres. Depending on the final area of Stillwater Way N ROW, the total project area could be up to ~25.98 acres in size.

Access and Parking

Site access to the overall development will be provided via three access points to the south, northwest, and northeast. An existing curb cut for C.S.A.H. 14 will be utilized for the southern driveway connection. A new turn lane and driveway will be designed for access off the northwest from Stillwater Way N. Finally, a new driveway will be coordinated with the adjacent neighbor to the northeast connecting to the existing fuel station driveway. The project proposes new public and private roadways within the development for site circulation and access to all proposed lots.

Parking will be provided for each use per City Code requirements at the time of site plan development. Accessible stalls will be provided for each lot in accordance with current Minnesota accessible parking requirements.

Parks and Trails

The City requires 10% of the proposed development area to be dedicated as a public park. There may be opportunities with the proposed development for a small local park within the

project area. The project area is also within a future community park opportunity area per the Lake Elmo 2040 Comprehensive Plan. The future community park may be better suited offsite at a location more desirable for the surrounding community. The development team looks forward to coordinating with the Park Commission as the development evolves and will support park dedication either via land or other means per City Code requirements.

The project is within a regional trail opportunity area per the Lake Elmo 2040 Comprehensive Plan. The development team is currently not proposing any trails as part of the project but is open to coordinating with Parks, Council, and the County on any trail needs.

Grading and Drainage

The project site is proposed to be mass graded for future development as part of the initial sitework. The proposed site grades will generally be between 1.5% and 4% within roadways and parking areas. The parking lot and drive aisles will be bounded with curb and gutter to collect stormwater runoff and direct it to the onsite storm sewer. Landscape grades vary but will not exceed 3:1. Site grades naturally fall to the south of the parcel where existing drainage is collected in a culvert and discharged south under the highway. The proposed drainage outfall will match existing drainage patterns.

Stormwater

Stormwater management for the development will be provided by a stormwater pond and irrigation reuse. Preliminary geotechnical investigation implies clayey soils on site. Therefore, stormwater management will be provided by one or more stormwater retention ponds and irrigation reuse. The irrigation reuse system will be designed per City requirements and will support the volume management requirement per City and Watershed rules. The final stormwater management system will meet City and Watershed rules for site discharge rate, high water levels, and water quality treatment.

Utilities

The proposed development will be served by trunk sanitary sewer, storm sewer, and watermain utilities for the entire site. The proposed public sanitary main will be an extension of the existing 8" PVC stub along C.S.A.H. 14 from the south. This main will be extended north into the site per City requirements with branches to service both commercial and residential sections. The sewer extension will require an MCES sanitary sewer extension permit. Sanitary service stubs will be provided for each lot for future building connection. Services will be private and dedicated to each use.

The proposed public watermain will be a 12" DIP main extended south from Stillwater Way N. The existing watermain is at Little Bluestem Trail N and Stillwater Way N. It is anticipated that some offsite work will be required to bring watermain to the subject parcel. The proposed main will run to the southern side of the site with 8" loops broken off to service the commercial and residential areas as necessary. Hydrants will be provided as necessary for adequate fire suppression coverage for the development. Water service stubs will be provided for each lot for future building connection. Services will be private and dedicated to each use.

The proposed storm sewer will collect stormwater runoff from each impervious area and convey drainage to the proposed stormwater pond as previously discussed.

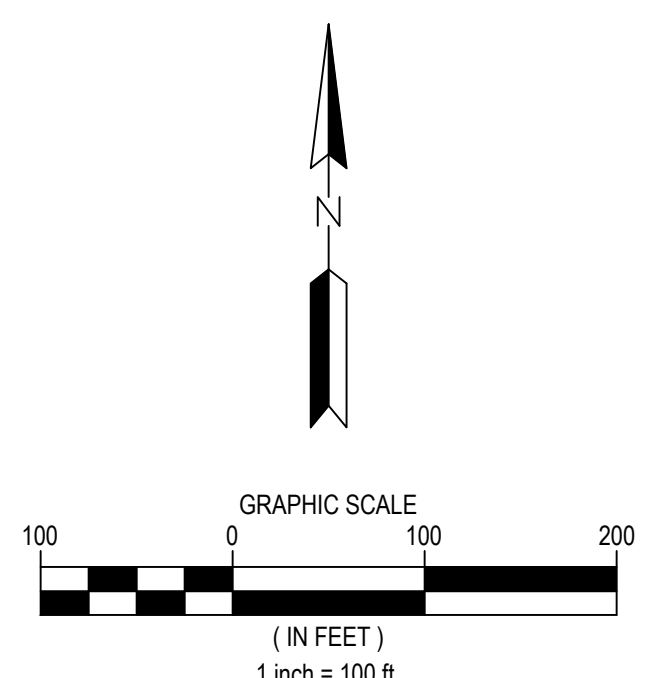
SUB CONSULTANT:

CLIENT:

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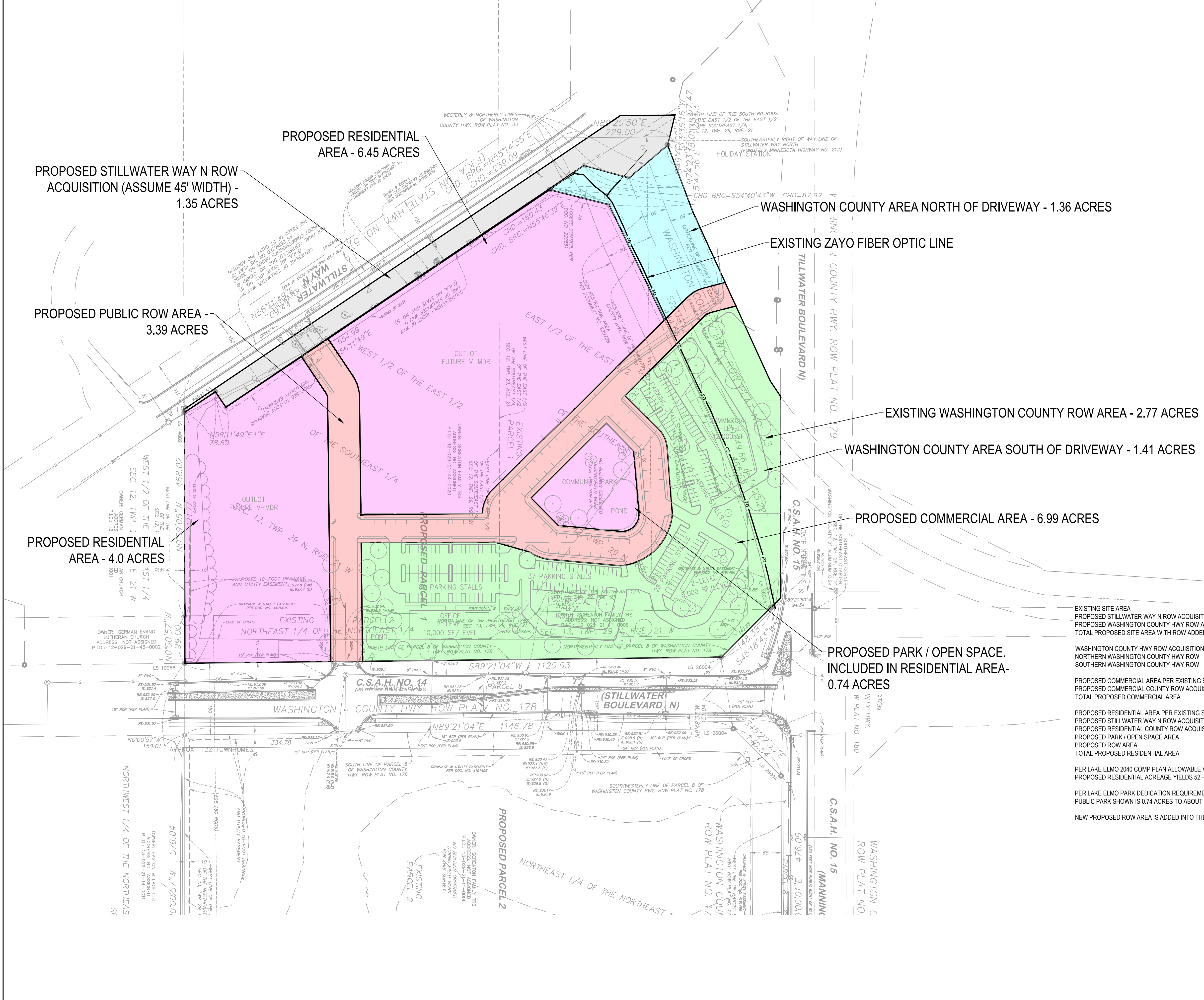
MIXED USE DEVELOPMENT PROJECT

LAKE ELMO
LAKE MINNESOTA, WASHINGTON COUNTY



LEGEND

	PROPERTY BOUNDARY
	LOT LINE
	EASEMENT LINE
	SETBACK LINE
	RIGHT OF WAY LINE
	SECTION LINE
	QUARTER LINE
	EXISTING EASEMENT LINE
	EXISTING PROPERTY LINE
	CURB AND GUTTER
	ROAD CENTERLINE
	PROPOSED COMMERCIAL AREA
	PROPOSED ROW
	PROPOSED RESIDENTIAL AREA
	PROPOSED STILLWATER WAY N ROW ACQUISITION (ASSUME 45' WIDTH)
	WASHINGTON COUNTY PROPERTY NORTH OF DRIVEWAY
	WASHINGTON COUNTY PROPERTY SOUTH OF DRIVEWAY



PROPOSED RESIDENTIAL AREA - 6.45 ACRES

PROPOSED STILLWATER WAY N ROW ACQUISITION (ASSUME 45' WIDTH) - 1.35 ACRES

PROPOSED PUBLIC ROW AREA - 3.39 ACRES

PROPOSED RESIDENTIAL AREA - 4.0 ACRES

WASHINGTON COUNTY AREA NORTH OF DRIVEWAY - 1.36 ACRES

EXISTING ZAYO FIBER OPTIC LINE

EXISTING WASHINGTON COUNTY ROW AREA - 2.77 ACRES

WASHINGTON COUNTY AREA SOUTH OF DRIVEWAY - 1.41 ACRES

PROPOSED COMMERCIAL AREA - 6.99 ACRES

PROPOSED PARK / OPEN SPACE. INCLUDED IN RESIDENTIAL AREA - 0.74 ACRES

EXISTING SITE AREA ±21.86 ACRES
 PROPOSED STILLWATER WAY N ROW ACQUISITION (ASSUME 45' WIDTH) ±1.35 ACRES
 PROPOSED WASHINGTON COUNTY HWY ROW ACQUISITION ±2.77 ACRES
 TOTAL PROPOSED SITE AREA WITH ROW ADDED ±25.98 ACRES

WASHINGTON COUNTY HWY ROW ACQUISITION ±2.77 ACRES
 NORTHERN WASHINGTON COUNTY HWY ROW ±1.36 ACRES
 SOUTHERN WASHINGTON COUNTY HWY ROW ±1.41 ACRES

PROPOSED COMMERCIAL AREA PER EXISTING SITE ±5.58 ACRES
 PROPOSED COMMERCIAL COUNTY ROW ACQUISITION ±1.41 ACRES
 TOTAL PROPOSED COMMERCIAL AREA ±6.99 ACRES

PROPOSED RESIDENTIAL AREA PER EXISTING SITE ±10.45 ACRES
 PROPOSED STILLWATER WAY N ROW ACQUISITION ±1.35 ACRES
 PROPOSED RESIDENTIAL COUNTY ROW ACQUISITION ±1.36 ACRES
 PROPOSED PARK / OPEN SPACE AREA ±0.74 ACRES
 PROPOSED ROW AREA ±3.39 ACRES
 TOTAL PROPOSED RESIDENTIAL AREA ±17.29 ACRES

PER LAKE ELMO 2040 COMP PLAN ALLOWABLE V-MDR DENSITY = 3.01-5 UNITS / ACRE
 PROPOSED RESIDENTIAL ACREAGE YIELDS 52 - 86 RESIDENTIAL UNITS

PER LAKE ELMO PARK DEDICATION REQUIREMENT OF 10% OF SITE AREA TO BE DEDICATED AS PUBLIC PARK PROPOSED PUBLIC PARK SHOWN IS 0.74 ACRES TO ABOUT 3% OF TOTAL SITE AREA.

NEW PROPOSED ROW AREA IS ADDED INTO THE TOTAL PROPOSED RESIDENTIAL AREA

PROJECT TITLE: ISSUE NO.: DESCRIPTION: DATE:

CERTIFICATION:

NOT FOR CONSTRUCTION

PROJECT NO.: 193806140

DWN BY: SAG CHK'D BY: JRA APP'D BY: JRA

ISSUE DATE: 03/16/2023

ISSUE NO.: 0

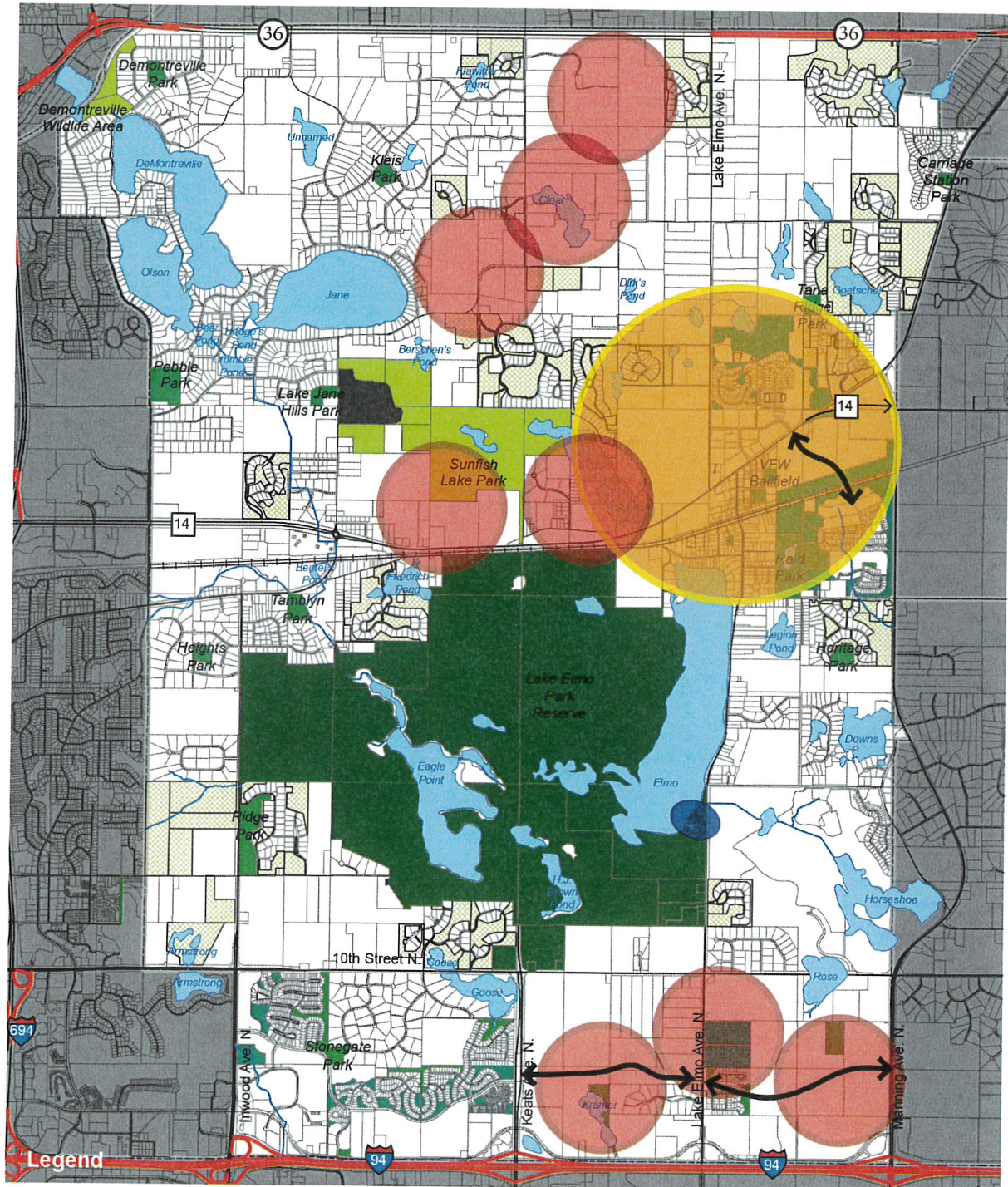
SHEET TITLE:

LAND USE AREA EXHIBIT

SHEET NO.:

EX-1

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

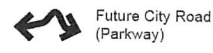


Legend

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

Search Areas (2040)

- Neighborhood
- Sports Complex
- Community
- Special Use



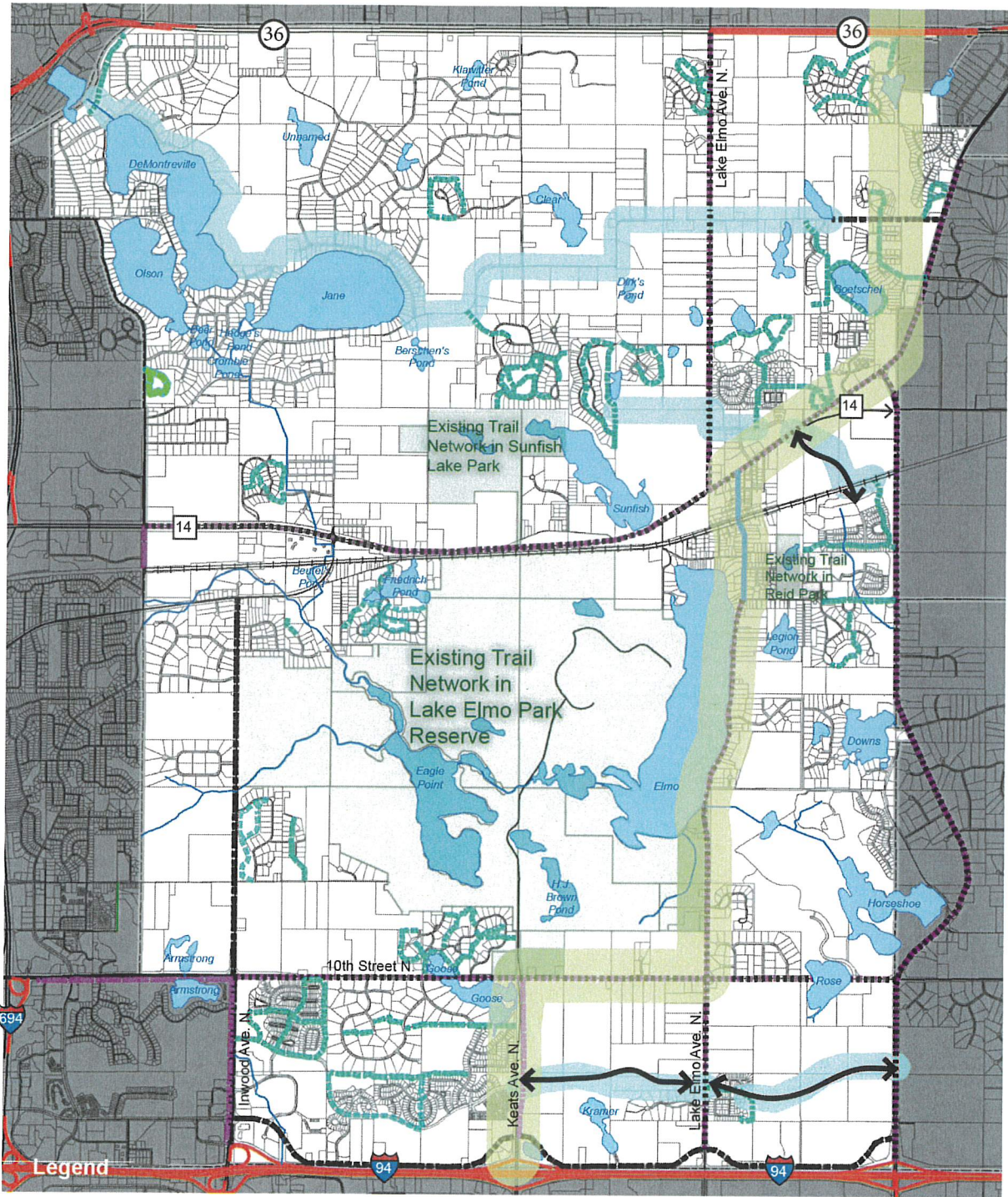
Future City Road (Parkway)

Source: MNGEO, Washington County, City of Lake Elmo

Draft Rev 4.17.2019



Map 6-8. Future Trail Plan



Legend

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



STAFF REPORT

DATE: 05/15/2023

REGULAR

TO: PARKS COMMISSION
FROM: Adam Swanepoel, Assistant Public Works Director
AGENDA ITEM: Items for 2024-2033 Parks CIP
REVIEWED BY: Marty Powers, Public Works Director
Kristina Handt, City Administrator

BACKGROUND:

A Capital Improvement Program, or CIP, is a multi-year (typically 5 years) capital expenditure plan for a City's infrastructure (such as streets, parks and utility systems), and 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. These adjustments are dependent upon changes in circumstances and priorities.

The Minnesota Land Planning Act requires that the implementation plan portion of the Comprehensive Plan include a CIP for major infrastructure needs (transportation, wastewater, water supply, parks and open space) for a five-year time period. Cities often expand the scope of their CIPs to include other capital needs (major equipment replacements, for example) and sometimes look beyond the five-year time period, up to 20 years in the future for some projects. Such projects represent more of a "wish-list" that can be evaluated each time the plan is updated.

As a part of the Comprehensive Plan, the CIP has some legal standing. Minnesota Statutes Chapter 473.865 provides that "a local governmental unit shall not adopt any official control or fiscal device which is in conflict with its comprehensive plan." A fiscal device includes a budget or bond issue; so it is important that the plan and CIP be kept up to date and in synch with city budgets.

The primary benefit of a CIP is as a financial planning tool, to help the City plan for the impact of capital needs on future budgets and property taxes, and to help forecast the need for borrowing to undertake major projects. The information developed as part of the capital planning process can help document the need for various projects and help the City Council sort out competing priorities.

Lake Elmo's CIP includes all capital projects that cost at least \$25,000 and have a useful life span of five years or longer.

ISSUE BEFORE COMMISSION:

What park improvements would the Commission like to have in the 2024-2033 CIP? When should they be completed?

PROPOSAL DETAILS/ANALYSIS:

Projects in the 2024-2033 CIP include play equipment replacement. Seven parks have been identified for play equipment replacement. Play equipment has a useful life of 25 years. The Commission should consider to implement CIP placeholders for play equipment that is identified to be replaced beyond 2028 as this will help us with long range planning. The following items will be funded through the Park Dedication Fund.

1. Pebble Park- Playground replacement rescheduled for 2024. **(\$125,000)**
2. Demontreville Park- Playground replacement rescheduled for 2024. **(\$125,000)**
3. Stonegate Park- Play equipment replacement scheduled for 2027. **(\$125,000)**
4. Carraige Station- Play equipment replacement scheduled for 2028. **(\$125,000)**
5. Tablyn Park- Play equipment replacement scheduled for 2025. **(\$95,000)**
6. Ridge Park – Play equipment replacement scheduled for 2028. **(\$125,000)**

Staff recommends adding the following to the 2024-2033 CIP:

1. Parking Lot Extension (2) – Tablyn for 2024. **(\$75,000)**
2. Sand volleyball courts (3) – 2024. **(\$30,000)**
3. Court Resurfacing (2): Demontreville, Carriage Station, Lions 2026. **(\$30,000)**
4. Lions Park (3) – Play Equipment Replacement 2026. **(\$125,000)**
5. Increase dollars towards Central Greenway regional Trail (3) **(\$20,000)**
6. Klies Park (3) – Play equipment replacement scheduled for 2025. **(\$65,000)**
7. Lions Park Concession Building Updates (3) – 2027 **(\$65,000)**

The following items carry over from the 2023-2027 CIP with the appropriate funding source listed:

1. Central Greenway Regional Trail - Park Dedication Fund **(\$220,000)**
2. Dog Park. Scheduled 2024. Park Dedication Fund **(\$25,000)**
3. New Ballfields. Scheduled 2024. Grants/ Donations **(1,000,000)**.

Other Items? If there are other items that the Parks Commission would like to see in the 2024-2028 CIP they should be identified at this time. The Commission should also assign a priority to each project, both new and existing based upon the following framework:

1. Critical or urgent, high-priority projects that should be done if at all possible; a special effort should be made to find sufficient funding for all of the projects in this group.
2. Very important, high-priority projects that should be done as funding becomes available.
3. Important and worthwhile projects if funding is available; may be deferred to a subsequent year.
4. Less important, low-priority projects; desirable but not essential.
5. Future Consideration.

When determining a project, the Commission should keep in mind the requirements set out in the City Code.

Section 154.15 (F) Park Dedication Fund

(1) A cash contribution paid to the City shall be placed in a special fund. The money shall be used only for:

(a) The acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands or open space based on the approved park systems plan;

(b) Redevelopment or rehabilitation of existing park facilities or sites; or

(c) Debt service in connection with land previously acquired or improvements thereto previously constructed.

(2) No funds shall be used for ongoing operation or maintenance of existing parks recreational facilities or sites or City vehicles

FISCAL IMPACT:

Items Scheduled for 2023:

Neighborhood Trail Connections (Budget and approved in 2022):

Inwood, Stonegate - \$240,132

Tapestry/Hamlet on Sunfish Lak - \$26,298

2023 - Reconstruction

Demontreville Wildlife Park Trail, City Walking Path 36th St., Sunfish Ponds - \$250, 000

Tablyn and Pebble Park Courts: \$461,875

TOTAL: \$978,305

Expected Funds in 2023:

Inwood 7 th Add. -	\$11,400
Royal Golf 5 th -	\$133,298.67
Amira FKA Applewood Point -	\$369,138.51
Drake Motor Partners -	\$102,360
Frisbie Minor –	\$30,000
*Prairie Sky/ Landucci Twin homes -	\$105,000
<u>9450 Hudson Dr./ Hendrix -</u>	<u>\$380,000</u>
Total	\$1,131,197.10

Park Dedication Fund Balance: (Dec 2022) \$3,024,220

2023 Expenditures	\$978,305
<u>Baseball field Improvements</u>	<u>\$1,000,000</u>
Balance:	\$1,045,915

OPTIONS:

- 1.) Parks Commission can adjust, remove or identify additional projects to add to the 2024-2033 CIP.
- 2.) Recommend the CIP as proposed to City Council.

RECOMMENDATION:

“Motion to recommend the 2024-2033 Parks Capital Improvement Plan to City Council”

ATTACHMENTS:

- 2024-2033 Draft Capital Improvement Plan for Parks

City of Lake Elmo, Minnesota
Capital Improvement Plan - 2023 - 2027
2024 thru 2033

PROJECTS BY FUNDING SOURCE

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Grants/Donation													
New or Refurbished Ballfields	PR-017	1	1,000,000										1,000,000
Grants/Donation Total			1,000,000										1,000,000
Park Dedication Fund													
Central Greenway Regional Trail	PR-009	3					300,000						300,000
Dog Park	PR-019	4	25,000										25,000
Pebble Park Playground Replacement	PR-022	3	125,000										125,000
Demontriville Park Playground Replacement	PR-023	3	125,000										125,000
Trail Seal Coat	PR-026	3			50,000					100,000			150,000
Kleis Park Playground	PR-027	3		65,000									65,000
Tana Ridge Park Play Equipment	PR-028	5							125,000				125,000
Tablyn Park Play Equipment	PR-029	4			95,000								95,000
Stonegate Park Play Equipment	PR-030	4				125,000							125,000
Reid Park Play Equipment	PR-031	5										125,000	125,000
Ridge Park Play Equipment	PR-032	3			125,000								125,000
Hidden Knoll Park Play Equipment	PR-034	5									125,000		125,000
Carriage Station Park Play Equipment	PR-036	5					125,000						125,000
Trail Additions	PR-038	3	78,000										78,000
Lions Park Playground Equipment Replacement	PR-039	3			125,000								125,000
Court Resurfacing	PR-040	2			30,000								30,000
Additional Sand Volleyball Courts	PR-041	3	30,000										30,000
Tablyn Parking Lot Extension	PR-042	2	75,000										75,000
Lions Park Concession Building Updates	PR-043	3				65,000							65,000
Park Dedication Fund Total			458,000	65,000	425,000	190,000	425,000		125,000	100,000	125,000	125,000	2,038,000

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Vehicle Replacement Fund													
Utility Vehicle/Trail Groomer	PR-020	3			40,000								40,000
Vehicle Replacement Fund Total					40,000								40,000
GRAND TOTAL			1,458,000	65,000	465,000	190,000	425,000		125,000	100,000	125,000	125,000	3,078,000