

City of Lake Elmo

3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

(651) 777-5510 Fax: (651) 777-9615

www.lakeelmo.org

NOTICE OF MEETING

The City of Lake Elmo
Parks Commission will conduct its regular meeting on

Monday, November 15, 2010, at 7:00 p.m.

AGENDA

1. Agenda
2. Minutes, October 18, 2010
3. Welcome to new Park Commission member Pam Hartley
4. Review and discussion on 2011-2016 Park Capital Improvement Plan
5. Sign program planning for recently completed Demontreville and Sunfish Lake Park information kiosks
6. "Trail Visioning" and Trail Guide Plan implementation
7. "Sunfish Lake Park West" update
8. Update on efforts to review parks for opportunities to enhance public safety
9. Adjourn

The public is invited to attend.

DRAFT
Lake Elmo Park Commission
Minutes of Regular Meeting
October 18, 2010

Chairman Ames called the meeting to order at 7:02 p.m.

COMMISSIONERS PRESENT: Ames, Steele, Zeno, Blackford, Larson

STAFF PRESENT: Project Assistant Kriegler

Agenda

Agenda was approved (M/S, Steele/Zeno, 5-0)

Minutes

Sept. 20, 2010 minutes were approved as amended. (M/S Blackford/Steele, 5-0)

Eagle Scout motion changed to "funding up to \$1,400 and "Rolf" changed to Larson, (M/S Larson/Steele). Park safety discussion "grading" changed to "graded". Remove unnecessary sentence on in motion supporting parking area grading and rain gardens.

Discussion on park safety and efforts to promote appropriate park use

Item tabled in light of Officer Loehrs absence.

Update on Sunfish Lake Park parking area improvements and prairie restoration project

Carol Kriegler reported that the Commission's supported parking area improvements at Sunfish Lake Park were approved by the City Council at their Oct. 5 meeting. Carol Kriegler provided an overview of the grading plan and placement of rain gardens. Three rain gardens are to be located along the south side of the parking area for the purpose of reducing run-off from the sloped turf area, while a fourth rain garden will be installed in the northeast corner of the parking area for the purpose of capturing run-off from the parking area. Grading of the parking area will result in the vast majority of run-off being directed into the northeast rain garden.

Members of the commission who had visited the park recently noted that there is considerable "wind-fall" on the trails that needs to be cleared before ski season. Members also requested that a "walk-thru" of the prairie with MNL Ecologist be scheduled for next spring.

Review and discussion on park CIP

Members reviewed the current CIP and 2010 work plan. They requested a park fund balance for the next meeting. Members once again expressed their interest in improving pedestrian and bicyclist safety along Demontreville Trail. The roadway is scheduled for reconstruction in 2011 at a road width of 24' with lane configuration / line painting yet to be determined. The Commission expressed that their highest priorities are improving Demontreville Trail and developing the Village / Stillwater H.S. base trail, presumably mostly along Hwy. 5.

The Parks Commission also expressed the following as high priorities: Demontreville picnic shelter, sign program, Lions Park volleyball court, Sunfish Lake Park West and general public safety improvements.

Motion: The Parks Commission designates Demontreville Trail from Green Acres to 50th St. and Olson Lake as a high priority trail segment and that we ask professional staff to do a feasibility and engineering cost estimate for this trail as well as the previously designated high priority trail of Highway 5 from the Village to the High School. (M/S, Steele/Zeno, 5-0)

Progress update on Trail Guide implementation steps

The Commission expressed their strong interest in moving forward with some trail development and doing so with the goal of addressing the most urgent safety issues and serving the greatest number of users. Members expressed an interest in having Ryan attend the next meeting to provide an update on Demontreville Trail reconstruction plans as well as an MPCA landfill update.

Update and discussion of the Park Commission

Members expressed their frustration and disappointment with being forced to relocate to the Annex conference room for two of three of their meetings due to the Planning Commission. Kriegler apologized for the relocation on behalf of Planning Director Klatt and explained that the need for relocation was due to the combination of the Columbus Day legal holiday, the need for video recording of Planning Commission meetings as dictated by state statute, and the need for the Planning Commission to take action on an item prior to the next evenings City Council meeting. Park Commission members expressed that they felt that it sent a poor message - - that of the Parks Commission's business being of less importance to the City.

Motion: The Parks Commission strongly urges that the Planning Commission schedule tentative alternate meeting dates during holiday weeks in advance to avoid disrupting the work of the Park Commission.

Adjourned 8:50 p.m.

Respectfully submitted,
Carol Kriegler
Project Assistant

Parks Commission
Date: 11/15/10
Item: 3

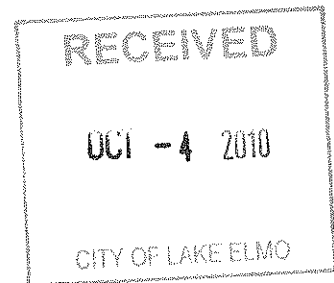
ITEM: Welcome to new Park Commission member Pam Hartley

SUBMITTED BY: Carol Kriegler, Project Assistant

BACKGROUND INFORMATION:

Pam Hartley was appointed to the Park Commission at the Oct. 19 City Council meeting. Following introductions, it is requested that we provide Pam with a brief overview of current projects and issues.

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**APPLICATION FOR PARK COMMISSION APPOINTMENTS
CITY OF LAKE ELMO**

Date: 10 / 04 / 10

Name: Pam Hartley Address 10010 Tapestry Road

Phone Number W) 651-269-6215 H) 651-490-5885

E-mail address: hartleypm@goldengate.net How long have you lived in Lake Elmo: 1 year

1. Why are you interested in serving on the Lake Elmo Park Commission? What personal interests and expertise will you bring? I am interested in preservation and restoration of existing parks, new areas that could be used as parks or trails, and the protection of the trees, shrubs and herbaceous plants in those areas. My expertise is in the horticulture area. I am a landscape designer, a Master Gardener and a Treecare Advisor for the Univeristy of Minnesota Extension. I am also a First Detector for the Minnesota Department of Agriculture in the detection of Emerald Ash Borer. We moved into a new home in Lake Elmo last year, and on our property I am utilizing many native grasses and forbes, and are restoring the prairie with one of our neighbors. While living at our last home in Lino Lakes, I served on the Environmental Board.
2. How will those skills and interests be of service to the development and management of the City's parks, trails and natural areas? I think all of my interests and skills can be put to good use in volunteering on the parks board, and on behalf of the city of Lake Elmo.
3. What do you see as the role and function of the Park Commission? How does this relate to the roles and responsibility of the City Council in park matters? I believe that the Parks Commission provides needed advice and council to the Council members in regards to the parks and trails. If the Council has questions, the Park Commission members can provide research to assist the Council in making decisions that will benefit the parks in Lake Elmo.
4. What value do parks and trails have to our citizens? What role or function do they provide? The parks provide great areas for residents to enjoy and interact with nature and the outdoors, and provide a destination for group events such as picnics and biking. Residents can learn from the parks, where they can see what a prairie restoration looks like, or a raingarden project, and maybe pursue that for their own property.

5. How much time do you have or are you willing to devote to Park Commission activities? I am self-employed and what I call semi-retired. Most of my time is spent volunteering and working on my own prairie, so I have ample time available to volunteer for the city in this capacity.

Please complete and return to the City office. Thank you for your interest in the Lake Elmo Park Commission.

Parks Commission
Date: 11/16/10
Item: 4

ITEM: Review and discussion on the Park CIP

SUBMITTED BY: Carol Kriegler, Project Assistant

BACKGROUND INFORMATION:

The Park Commission is being asked to review and discuss the draft Park CIP in an effort to provide input and comment regarding the establishment of a 2011 – 2016 Park CIP.

City of Lake Elmo
 Capital Improvement Plan
 2011 to 2015

Fund/Category	Project	Detail or Street From/To	2011	2012	2013	2014	2015	Future	Funding Source
<u>Park Dedication (404)</u>									
Parks	Lions Park	Replace Shelter Roof	\$5,000						Park Dedication Fees
Parks	Sunfish Lake Park	Boulders, Gate, Landscaping	\$12,000						Park Dedication Fees
Parks	Signage	All Parks	\$13,000						Park Dedication Fees
Parks	Pebble Park	Convert Ballfield	\$20,000						Park Dedication Fees
Parks	DeMontreville Park	Picnic Shelter	\$45,000						Park Dedication Fees
Parks	DeMontreville Park	Resurface Basketball Court	\$5,000						Park Dedication Fees
Parks	Sanctuary	Master Plan	\$5,000						Park Dedication Fees
Parks	Stonegate Park	Parking Lot	\$10,000						Park Dedication Fees
Parks	Heights Park	Park Development	\$25,000						Park Dedication Fees
Parks	Lions Park	Lights	\$30,000						Park Dedication Fees
Parks	Lake Jane Hillis Park	Off Leash Dog Park		\$5,000					Park Dedication Fees
Parks	Sunfish Lake Park	Entrance / Interpretive signage		\$10,000					Park Dedication Fees
Parks	Sunfish Lake Park	Planting / Trails		\$10,000					Park Dedication Fees
Parks	Lions Park	Tennis Court Resurfacing		\$12,000					Park Dedication Fees
Parks	Tablyn Park	Tennis Court Resurfacing		\$12,000					Park Dedication Fees
Parks	Sunfish Lake Park	West-side Development		\$10,000					Park Dedication Fees
Parks	Sunfish Lake Park	Prairie establishment	\$5,200	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	Park Dedication Fees
Parks	Sanctuary	Future Amenities	\$1,000	\$4,000	\$1,000	\$1,000	\$1,000	\$1,000	Park Dedication Fees
Parks	Trail Improvements		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	Park Dedication Fees
Total Park Dedication (404)			\$226,200	\$115,000	\$53,000	\$53,000	\$53,000	\$53,000	\$0

ITEM: Sign program planning for recently completed Demontreville and Sunfish Lake
Park information kiosks

SUBMITTED BY: Carol Kriegler, Project Assistant

Information kiosks have recently been installed at Sunfish Lake Park and Demontreville Wildlife Area. The kiosks are ready to accept signage and a lockable message board, if desired. The purpose of the kiosks is to provide a central location for the organized posting of interpretive, regulatory and directional signage. The City Council authorized expenditures for kiosk signage as a part of the Sunfish Lake Park Parking Area improvements at their October 5 meeting.

A sign program for each of the two locations might include the following:

Sunfish Lake Park

Park map

Park hours

Rules and regulations (emphasize no bicycles, horses limited months, no motorized vehicles, etc.)

Interpretive (wildlife to look for, history of the park, park projects overview – parking area improvements, raingardens, prairie restoration, natural resource management plan)

Public safety enhancement (do not leave valuables in car, etc.)

Land Trust designation

Demontreville Wildlife Area

Park map

DNR Gateway trail map

Park hours

Park rules and regulations (emphasize no motorized vehicles – snowmobiles)

Interpretive (wildlife to look for, park projects overview – stream / lake water quality project)

Public safety enhancement (do not leave valuables in car, etc.)

Adopt-a-park acknowledgement

Lockable message board

Carol Kriegler will provide an overview of a potential sign program for the two locations. The Parks Commission is asked to provide comment and direction.

ITEM: Trail visioning and Trail Guide Plan implementation

SUBMITTED BY: Carol Kriegler, Project Assistant

BACKGROUND INFORMATION:

The Park Commission's recent annual work plans have identified trail development as a very high priority. To date the Commission has prioritized based trails within the proposed trail system and identified the Village / Stillwater High School base trail as their highest priority. To date, City Staff has made some progress in identifying probable ROW and land acquisition needs throughout the system.

Carol Kriegler will provide an update on conversations with City Engineer Ryan Stempski related to the creation of a "vision" for trail development and a proposed process for Trail Guide Plan implementation. Specifically, staff will report on measures being taken to identify a specific trail segment to be constructed in 2011 as well as efforts to develop an implementation plan for the development of the Village / Stillwater High School base trail including the identification of a specific route, associated land acquisition needs and potential ROW issues.

ITEM: "Sunfish Lake Park West"
SUBMITTED BY: Carol Kriegler, Project Assistant

BACKGROUND INFORMATION:

The MPCA landfill remediation project is well ahead of schedule and is expected to nearly complete late this fall. A concluding phase of the project will include grading of the site in the spring. It is anticipated that about 10 acres on the north end of the site will be turned back to the City with the potential opportunity for recreational use of the area. While there will be some limitations regarding potential uses and improvements, the site may well be appropriate for a variety of recreational uses. Past discussions have included a dog park, disc golf course, sliding hill and skating rink as possible uses for the site.

City staff met with Peter Tiffany, MPCA Senior Project Engineer, in September in an attempt to express what the Park Commission has identified as potential recreational uses of the site and in turn to gain an understanding of the MPCA's limitations related to future potential uses and improvements to the site. Three members of the Park Commission (Rolf Larson, Mike Zeno, Marty Dobbs) also attended the meeting.

As a next step, City Engineer Ryan Stempski was going to communicate the city's comments and interests through a submission of modified plan drawings to the MPCA. He has also formally requested that the MPCA respond the City's request that the depth of the "hole" be dramatically reduced. Carol Kriegler will provide an update on these matters.

ITEM: Discussion on Park safety and efforts to promote appropriate park use

SUBMITTED BY: Carol Kriegler, Project Assistant

BACKGROUND INFORMATION:

In light of recent criminal activity in the area, the Parks Commission had a general discussion at their September meeting regarding park safety and efforts to promote appropriate park use and curb vandalism and illegal activity. At that time, members requested that staff explore opportunities for the possible evaluation of the city's parks for opportunities to enhance public safety.

Carol Kriegler contacted the Washington County Sheriff's Department and inquired what resources the department might be able to provide in this regard. W.C.S.D. Officer Loehr has received considerable training in crime prevention through environmental design. He was invited / requested to address the Parks Commission on this subject at last month's meeting, but was called away on a more pressing issue.

Unfortunately Officer Loehr will be out of town for the next week, but he hopes to attend our December meeting.

FINAL
Lake Elmo Park Commission
Minutes of the Regular Meeting
September 20, 2010

Chairman Ames called the meeting to order at 7:05 p.m.

COMMISSIONERS PRESENT: Ames, Blackford, Steele, Larson, Dobbs

STAFF PRESENT: Project Assistant Kriegler

Agenda

Agenda was approved. (M/S, Dobbs / Steele, 5-0)

Minutes

August 16, 2010 minutes approved as amended. (M/S Dobbs / Steele, 5-0)

Motion to approve July Minutes made by "Blackford", not "Black". Last paragraph in Sunfish Lake Park prairie restoration project / parking area update - - "Rain Gardens" inserted at start of paragraph to read "Rain Gardens were discussed with"

Proposed Eagle Scout Project Presentations

Eagle Scout candidate Kyle Yarusso gave an overview of his proposed project which includes the construction of two information kiosks at Demontreville Wildlife Area and a segment of trail rehabilitation also within the park. The trail rehabilitation involves the widening and wood chipping of an existing worn footpath. Kyle outlined his familiarity with the park and expressed his opinion that his proposed project would add considerable improvement to the park. The proposed information kiosks are similar to kiosks recently installed in an Oakdale Park. The kiosks are to be constructed of cedar and will include a roof. There was considerable discussion about the desire / need to have all kiosks and related amenities consistent in use of materials, construction details and appearance. There was some discussion about the inclusion of a roof in these kiosks knowing that the proposed Sunfish Lake Park kiosk design does not include a roof. Kyle suggested that a roof would be desirable in this particular location given the lack of natural shade. Members expressed the desire to upgrade the roofing materials to cedar shakes and therefore recommended funding for the project at \$1,400.00.

Eagle Scout candidate Chris Amundson gave an overview of his proposed project as well which is also an information kiosk, but located at Sunfish Lake Park. Chris gave an overview of the construction detail and general location of the proposed kiosk. The kiosk is to be constructed of cedar and will serve as a central location for the posting of interpretive, directional and regulatory signage. The materials will be covered by a DNR "Grant-in-aid" capital improvement grant. Members of the Commission expressed the interest in having the kiosk located on the north side of the drive with the final location determined by the parking lot grading plan and location of the rain gardens. The desire was expressed for the kiosks to be painted / stained with a "natural" finish for aesthetics and preservation / care of the cedar. Ames requested that the cement for the footings be mixed outside of the hole.

Members expressed that a future agenda item address the development of design standards for kiosks and related park amenities.

Motion: Recommend approval of the proposed (Yarusso Eagle Scout) project and recommend funding up to \$1,400.00 (M/S Rolf / Steele)

Motion: Recommend approval of the proposed (Amundson Eagle Scout) project with materials and finish to be consistent with the Demontreville kiosks. (M/S Larson / Steele)

Discussion on Park Safety and efforts to Promote Appropriate Park

In light of recent criminal activity in the area, Chairman Ames requested that the Commission have a general discussion regarding park safety and efforts to promote park use and curb vandalism and illegal activity. Members expressed the interest in evaluating problem parks for opportunities to increase visibility and increase safety and security. The interest was expressed to incorporate design elements that encourage appropriate park use and discourage inappropriate use, such as increasing the visibility of parking areas by neighbors and passers-by as well as possibly increasing signage and employing surveillance cameras. Kriegler was asked to investigate what resources might be available for conducting a "public safety" evaluation of parks.

Carol Kriegler reported on developments related to scheduled improvements to the parking area and Area 2 of Sunfish Lake Park. Specifically, details were provided on the plans to grade the parking area and install rain gardens in an effort to solve the ongoing drainage problem in the parking area. There is a history of standing water in the northeast corner of the parking area at snowmelt and following heavy rains. Kriegler explained that City Engineer Stempski proposes the installation of rain gardens along the south side of the parking area (in an effort to capture run-off from the sloped turf area and gravel drive) as well as pretreatment area north of the parking lot that would capture run-off from the parking area. The parking area would be graded in such a way that run-off would be directed to the pre-treatment area to the north. Members expressed that the grading plan consider the need to accommodate horse trailers and buses and their need to turn-around. Members expressed that effectively addressing the standing water in the parking area is a high priority that must be addressed before the start of the cross-country ski season when the park is in high use. Some concern was expressed though, about the lack of projected costs associated with the rain gardens. Kriegler responded that Stempski would be estimating detailed budgets / costs for the rain gardens.

Motion: Recommends City Council approval of grading of the parking area and supports installation of the rain gardens pending review of costs by the City Council. Chairman

Review and Discussion on Potential Recreational uses of Area to be Turned Back to the City following MPCA Landfill Remediation

Kriegler provided a very brief overview of the discussion that took place with 3 commission members (Larson, Zeno, Dobbs), Engineer Stempski, City Administrator Messelt, Kriegler and Peter Tiffany of the MPCA. Requests / desires as expressed by the Commission at their August meeting were expressed to Tiffany. Kriegler reported that Engineer Stempski has since followed up the meeting with a letter to Tiffany (MPCA) requesting that the hole be minimized by fill. It was also reported that the grading of the area would not be taking place this fall and that considerably more time would be available for development of the grading plan.

Adjourned 8:50

Respectfully submitted,
Carol Kriegler,
Project Assistant