

**City of Lake Elmo Parks Commission Minutes  
December 18, 2023**

**Members Present:** Commissioners Kastler, Hoelscher, Barrett, Elam, and Esch

**Absent:** Commissioners Bloyer

**Staff Present:** Assistant Public Works Director Swanepoel and Interim Administrator Clark Schroeder

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

**Approval of Agenda**

**Kastler motioned to table agenda item #7 Playground Replacement to focus on the Work Plan, Hoelscher provided a second; discussion. All nay, motion fails 0-5.**

**Barrett motioned to approve the agenda as presented, Kastler provided a second; no discussion. Unanimously approved 5-0.**

**Approval of Minutes**

**Barrett motioned to approve the November 20, 2023 Parks Commission Minutes as presented, Hoelscher provided a second; discussion. Motion passed unanimously 5-0.**

**Public Comments**

Tony Manzara, located at 5050 Kirkwood Ave N., addressed concerns regarding Sunfish Lake Park's parking lot and provided updates on park granting, buckthorn, and the tree trek.

**2024 Work Plan**

Assistant Public Works Director Swanepoel presented. Commission had questions regarding items on the Work Plan.

**Esch moved to amend the 2024 Parks Commission Strategic Work Plan, Hoelscher provided a second; discussion. Esch moved to friendly amend the 2024 Parks Commission Strategic Work Plan as presented to include the following: under Planning and Policy, rephrase the statement to "Review, make recommendations, and update Parks Master Plan" with no change in priority, to rephrase the bullet point to read "Outline options for additional parking" with no change in priority; under Park Awareness, add that category with the bullet point to "Improve resident awareness of parks via new social media like Instagram, the fresh, and city website which highlight park happenings and opportunities for visitor input and donations" with a priority of 4; under Additional Park Initiatives, adjust the Park Tree Planting to a priority of 2, and add "Develop design standards document for parks" with a priority of 4; under the Finance heading, add the bullet point "Review and make recommendations regarding resources for city park management" with a priority of 2. Barrett provided a second; discussion. Both motions passed unanimously 5-0.**

**Playground Replacement**

**Kastler motioned to table agenda item #7 to the January 2024 meeting, Hoelscher provided a second; no discussion. Motion passed unanimously 5-0.**

**Communications**

- a) Reminder that the January and February 2024 meetings are both on a Wednesday due to holidays.
- b) Reminder about the Joint Workshop meeting on January 9<sup>th</sup>. Swanepoel will reach out a week ahead for roll call.
- c) Discussed where the process is at for finding a new commission member.
- d) Questioned if it was possible to place a portable toilet by the old fire station, where the new dog park is going.

e) Update from Interim Administrator Schroeder.

**Kastler adjourned the meeting at 8:33 PM**

Respectfully Submitted  
Rebecca McGuire, Deputy Clerk