



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
3880 Laverne Avenue North
January 17, 2024
6:30 p.m.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
 - a) December 18th, 2023
5. Public Comment
6. Appoint Chair and Vice-Chair
7. January 9, 2024 City Council Workshop review
8. Pebble & Demontreville Playground Replacement
9. Dog Park Name
10. Dog Park Construction
11. Communications
12. 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
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 9th. 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



STAFF REPORT

DATE: 01/17/2024

Motion

AGENDA ITEM: Election of Officers

TO: Parks Commission

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director
Reviewed By: Marty Powers, Public Works Director

BACKGROUND:

Each year at the first scheduled meeting 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 one 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.

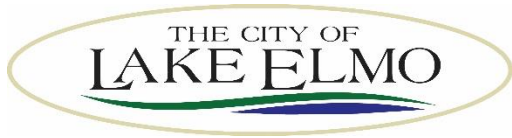
Nominations for these positions will be done from the floor. Current Chair will call the meeting to order and, after roll call, he/she will open the floor for nominations.

ISSUE BEFORE COMMISSION:

Elect a chair and vice chairperson from among the current members.

RECOMMENDATION:

“Motion to recommend “ _____ ” as Chair of the Parks Commission.”
“Motion to recommend “ _____ ” as Vice Chair of the Parks Commission.”



STAFF REPORT

DATE: 01/17/2024

Discussion

TO: Parks Commission
FROM: Adam Swanepoel Assistant Public Works Director

AGENDA ITEM: Playground Replacement
REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

In October 2022, the Parks Commission made a motion to recommend a future replacement to the Pebble and Demontreville playsets. Commissioners had previously completed walkthroughs of each park and reviewed the survey results that were collected in June of 2022. Both playsets are scheduled in the CIP for replacement in 2024.

Pebble Park play set was originally installed in 1992 and has exceeded its lifespan. Commissioners were in favor of a future replacement to the playground. Survey results from the POLCO survey showed 97% would like to see the playground updated. Additional comments from the survey related to the play structure included; a rope tower play set and add more benches. Currently two separate slides have been removed from the structure after being damaged or determined unsafe to use. The current play set is geared for ages 5-12. Pebble Parks has an updated Tot Lot and Zip Line which was installed in 2015.

Demontreville Park play set was installed in 1990 and has also exceeded its lifespan. Survey results showed 91% would like the current play set updated. Staff has removed the slide from the playset and replaced the walking bridge about six years ago. The current play set is geared for younger aged kids ranging from 4-8. Comments from the survey suggested: adding a bike pump/repair station, playground handicap accessible, equipment for elementary kids and climbing structures.

ISSUE BEFORE PARKS COMMISSION:

Does the park commission agree with proposed outline and upgrades staff has presented?

PROPOSAL DETAILS/ANALYSIS

Pebble Park is in line for a number of possible upgrades in the upcoming year, which puts a new playset in line to add another great amenity to this park. The current playset has exceeded its age and has hindered users to use it according to survey comments. With the newer tot lot and zip line already in place, staff suggests implementing a 5-12 year old age appropriate play set. Staff would incorporate a concrete ribbon around the proposed play structure and use safety chips within this area. Staff would suggest a climbing structure with slides and additional benches not to exceed \$120,000

Demontreville Park provides a wide open area to implement a new play structure. Staff suggest moving the playset near the basketball court to make for ADA compliance. Staff would incorporate a concrete ribbon around the proposed play structure and also use certified wood safety chips. Staff would suggest an architectural design which would include a single level structure to encourage active moving and a swing. The recommended target age for this area would be 5-12+. Staff suggests a play structure not to exceed \$90,000.

FISCAL IMPACT:

Fiscal impacts are outlined in the 2024-2033 Capital Improvement Plan (CIP). CIP items are funded through the Parks Dedication Fund while Operations and Maintenance items are funded through the Public Works Budget. The current CIP has \$125,000 allotted to each playset.

RECOMMENDATION:

Staff is looking for the Parks Commission to support the above criteria set by staff and proceed with obtaining proposals to upgrading both playsets at Pebble and Demontreville Park.

“Move to direct City staff to gather proposals to updating the playsets at Pebble and Demontreville park using the recommendations provided.”



STAFF REPORT

DATE: 01/17/2024

Regular

TO: Parks Commission
AGENDA ITEM: Lake Elmo Dog Park Name
FROM: Adam Swanepoel, Assistant Public Works Director
REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

Staff has started doing work on the new city dog park located at 4259 Jamaca Ave. With the purposes of opening the dog park in 2024, staff has offered up the opportunity for community members to present ideas for the name of the park.

Two different opportunities were open for the community to offer suggestions. The Light up Lake Elmo event held on December 1st brought in about 40 name suggestions. In addition to the event a survey was posted on city's web page and Fresh newsletter. An additional 20 suggestions were made by those viewers.

Issue before the Parks Commission:

What names(s) would the Parks Commission like recommend to City Council for the naming of the Dog Park?

PROPOSAL DETAILS/ANALYSIS:

Staff has put together the list of the names that were suggested by the community, all duplicate names were only listed once. Commissioners should review the park naming policy that was created in 2019 for the purposes of naming the park.

FISCAL IMPACT:

Financial cost of naming the park is minimal at this time. Staff will be purchasing a sign at a future date for the park which will include the name selected.

RECOMMENDATION:

Staffs opinion is that no one name stood out more than others. Staff suggests providing 3-4 names to bring to City Council for consideration.

“Motion to recommend to City Council the following names to be considered for naming the Dog Park;

*Bones Throw
Lucky Paws
Lake Elmo Pup Park
Paws Park
Sunfish Meadow*

ATTACHMENTS:

- Dog Park Name List
- Naming Policy

A Bark Above
Bacon Park
Bark Park
Bluey
Bones Throw
Christmas Puppy's
Dale and Doug's Dog Park
Dash Dogs Ally
Diggady Dog Park
Dog City
Dog Fun Park
Dog King Gym
Dog World
DOGE
Dogs Place
Elmo's Tails
Fetch Bone Park
Fetch This
Fido's Place
FishBone Park
Gentry's Field
Green Meadows
Jamaca Dog Park
Lake Elmo Dog Park
Lake Jane Canine Park
Loto
Louie's Place
Lucky Paws
Oak View Dog Park
Park & Bark
Park Side
Paw-rk
Paws and Pals
Paws Park
Paw-some Dog Park
Pawsome Park
Peppy Pooch Playground
Pooch Playground
Pretty Paw Place
Pup Meetup Park
Puppies at Play
Puppies Home Forever
Puppy Adventure
Puppy Park
Puppy Town
Ruff Park
Ruff Ruff Park

Sunfish Lake Bark Park
Sunfish Meadow Dog Park
Sunny's Bark Park
SunnySide
Teddie's Park
The Lake Elmo Pup Park
The Plaza
The Puppy Place
The Puppy Place
Tri Lakes Dog Park
Woof Wonderland
Woofalicious
Wuff Park



City of Lake Elmo Policy and Procedure for Naming City Parks, Trails, Recreational Areas, and Facilities

Purpose:

The purpose of this policy is to establish a standard procedure for the naming and renaming of parks, trails, recreational areas and facilities owned and/or operated by the City of Lake Elmo. This policy will guide name recognition and establish a uniform process. The Parks Commission shall be responsible for providing a recommended name to the City Council. The City Council will have the final say for the approved name.

Objectives:

- To name City parks, trails, recreational areas and facilities with the intent of enhancing the community by provoking a sense of place.
- Ensure that parks and recreational areas are easily identified and located with names that are consistent with the values and characteristics of the City of Lake Elmo.
- Assure the quality of the title/name, so that it will serve the purpose of the City in a permanent manner.
- Encourage public participation and input in order to fully represent the best interest of the community.

Criteria for Submitting a Name:

When a proposed name is presented for review, City Staff will first vet the name against the criteria listed below. If a name does not fall into one of the categories listed below or is deemed to be derogatory or offensive in nature, the consideration will be thrown out. It should also be known that the City will not consider names that are directly named after a specific neighborhood or subdivision.

The Park name shall not:

- Park Names shall not be duplicated.
- The City will not name parks directly after a development.
 - For example, the park within Wildflower shall not be called Wildflower Park. However, rose park, fox glove park, etc. would be acceptable.

Categories for potential park Names:

- An outstanding feature of the area. (example: hill, river, vegetation)
- Geographical location of the park such as a street name.
- Naming after an individual (living or non-living) or organization. The City may require additional information to further enforce that the individual has significantly contributed to the improvement of the Lake Elmo Parks system.
 - A person (living or non-living) or group who significantly contributed to the acquisition or development of park/facilities, who provided an exceptional service in the interest of the park system, or for the community as a whole. When naming after a person or persons, written documentation of approval by next of kin is required (if available/possible) as part of the proposal.
 - A standard for significant contribution shall consist of providing at least 50% of the cost to develop or acquire the land.
- The City understands there are other categories that a name could be pulled from and would not exclude its consideration.



Procedure:

The City has created a process that will provide consistency for naming or re-naming City Parks. In general a submission will come in, go through staff review and approval, undergo a Parks Commission review, and end with final approval or denial from the City Council. The City would like to encourage residents to stay interested and voice their opinions during the meetings when the name is being considered.

- Step 1) At the time that the City is ready to name or rename a park, notification will be put in the Fresh, City Facebook, and or use other measures as appropriate. The City will seek name suggestions from the City Council or Commissions, City residents, Community leaders or organizations interested in proposing a name for a park, trail, recreational area or facility. The applicant should either request a Naming Policy form from the City Clerk or download the form from the City Website on the Parks page. After the form has been filled out it will need to be submitted to the City Planner to review against the criteria. Once the timeframe for receiving names has closed, Staff will begin the review process.

- Step 2) Staff will notify the applicant if the proposed name has or has not met the requirements. After a proposed name has been approved by Staff, the applicant will be informed when the name is going to be discussed by the Parks Commission. After the Commission discussion, the recommendation(s) will move onto the City Council for final approval or denial.

- Step 3) Once the City Council votes to approve a name, the name of the park shall be confirmed by passing a resolution.

Renaming:

The intent of naming is for permanent recognition, the renaming of parks and facilities is discouraged. Though, the City understands that renaming a park, trail, or facility may be necessary to create more cohesiveness throughout the City. It is recommended that efforts to change a name become subject to crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Renaming a park will follow the same procedure stated above.



STAFF REPORT

DATE: 01/17/2024

Motion

AGENDA ITEM: Construction of new Dog Park

TO: Parks Commission

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director
Reviewed By: Marty Powers, Public Works Director

BACKGROUND:

The construction of a city dog park has been reviewed by the city since 2013. In June 2022, the parks commission approved the 2023-2027 CIP which included \$25,000 toward a city dog park. In March 2023, City Council approved the placement of a city dog park at the 4295 Jamaca Ave location. The location of the park is adjacent to Sunfish Lake Park and provides a fenced in 10 acre parcel which was previously unused.

Upon approval of the dog park, City Council recommended it contain an additional fenced in area for smaller dogs. Staff spent time throughout the summer cleaning up the area from over grown trees, repairing fence and increasing the parking area near the park.

Staff has gathered quotes and estimates for construction of the remaining items needed to furnish the park.

ISSUE BEFORE COMMISSION:

Would the Parks Commission like to recommend to City Council staff's recommendations and cost projections for the construction of the City Dog Park?

PROPOSAL DETAILS/ANALYSIS

Staff has collected quotes and researched items needed to construct a dog park at the proposed location. Although much of the work will be completed by city staff, additional contracted items are needed in order to complete the project.

The following items are being proposed for the new dog park:

Fencing: Fencing includes replacing the entrance gate to a larger ADA compliant gate. Upon entering, a newly constructed 15x15 leashing area will be constructed. An additional small dog fenced in area will be constructed on the North side. This 30x60 ft. area will be constructed with similar fencing at 4ft. in height and include an entrance gate and eight foot service gate.

Plumbing: Plumbing connection of a water line from the public works building to the dog park. This will provide water to a dog watering station located within the fenced area.

Signing: Purchase of a park sign, to be placed at the park entrance. This sign will be consistent with our other park entrance signs. Installation of a new park sign near Jamaca Ave. will be done by staff. Additional smaller signs to include rules, parking and address will be installed within the park.

Asphalt/Concrete: Staff is recommending the area in the leashing area be paved with a layer of asphalt. This will help minimize maintenance in the high traffic area. The dog watering station will be within this area and any runoff on this surface will minimize any muddy conditions users would have to cross. Concrete will be purchased to make footings and anchoring for the four proposed benches.

Other: The consideration of additional park benches, garbage cans and shade trees have been considered for placement throughout the park. Staff suggests placement of four additional benches at this time at the cost of \$600 each. Two additional garbage cans are being recommended, current cost of trash receptacles are \$600 apiece. Additional trees for the park cost \$200 per tree, staff is suggesting the purchase of 5 mature shade trees.

Fencing	\$11,184
Plumbing	\$1,500
Dog Watering Station	\$3,495
Entrance Sign / Signs	\$7,400
Park Benches	\$2,200
Asphalt/Concrete	\$2000
Trees	\$1000
Garbage Receptacles	\$1200
TOTAL	\$29,979

FISCAL IMPACT:

The building of a Dog Park has been outlined in the 2024 CIP. As part of the CIP \$25,000 was budgeted for the Dog Park Project which would come directly from the Parks Dedication Funds. Additional funds are available in the Park Dedication Fund to cover the additional expenses or items would need to be cut from the project to reduce spending.

RECOMMENDATION:

“Motion to recommend to city council the proposed purchases by city staff to construct a dog park at 4295 Jamaca Ave.”

Midwest Fence & Mfg.

525 E. Villaume Ave.
 South St. Paul, MN 55075
 Phone: 651.451.2222 | Fax: 651.451.6939

Company: City of Lake Elmo
 Address: _____
 City: Lake Elmo State: MN Zip: 55042

Contact: Adam Swanepoel
 Office #: _____
 PO #: _____

Date: 12/7/2023
 Cell #: 651-747-3946
 Job #: _____

Job Site: Lake Elmo Fire Station #2 Dog Park
4059 Jamaca Ace N
Lake Elmo, MN 55042

Estimator: Nick Hatchett
 Email: NickH@Midwestfenceco.com
 Mobile: 763-268-9026

Quantity	Description	Amount
15 L.F.	Remove & Dispose of Existing 6' Galvanized Chain Link Fence	
	Furnish & Install:	
145 L.F.	4' High Galvanized Chain Link Fence - Top & Bottom Rail	
3	4' Wide by 4' High Galvanized Chain Link Fence - Single Swing Gates (Entrance/Exit Gates)	
1	8' Wide by 4' High Galvanized Chain Link Fence - Double Swing Gates (Maintenance Gates)	
	Total:	\$ 11,184.00
	Fence Specs:	
	Line Posts: 2" O.D. - Driven	
	End, Corner, & Gate Posts: 2-1/2" O.D. - Driven	
	Top & Bottom Rail: 1-5/8" O.D.	
	Chain Link: 9 Gauge, 2" Mesh	
	SS40 Commercial Grade Pipe	
	Note:	
	Excludes posts driving through frost/snow, snow removal, and general winter condtions.	
Proposal is valid for 14 days.		TOTAL \$ 11,184.00

Fence lines, property lines and elevations to be provided by owner, construction manager or general contractor. ALL permits, fees and private utilities are the sole responsibility of the customer. Unless otherwise stated, owner is responsible for obstruction removal of every nature which will interfere with the fence installation. This proposal assumes normal ground conditions and excludes installation through rock, concrete and backfill. Unless otherwise stated, ALL hand digging is excluded. Should rocky or excessive hard digging be encountered, this proposal is subject to additional labor costs. Midwest Fence shall furnish only the materials and labor specified in this proposal. Any deviation from the above specifications will be subject to a change order.

A Service charge of 1.5% (18% annually) will be applied on all past due balances. The purchaser shall be responsible for any and all collection and legal costs incurred by Midwest Fence in the event of this bill becoming past due. Midwest Fence reserves the right to lien the improved property if payment in full as agreed to in this contract is not received.

Customer Signature _____

Date _____

Quote

Century Fence Company
14839 Lake Dr NE
Forest Lake, MN 55025



Quote To: ESTIMATING DEPARTMENT	Project Location: Lake Elmo Dog Park 4509 JAMACA AVE Lake Elmo, MN	Quote #: 20710 Quote Date: 12/14/2023
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Description

Vestibule Area

Furnish and install 52 LF of 6 Foot high galvanized chain link fence. Line posts shall be 2 1/2" O.D. Galvanized steel pipe Driven 48" in depth and spaced a maximum of 10' on centers. The fence shall consist of top/bottom rails which will be 1-5/8" O.D. Galvanized pipe. Includes removal of small portion of existing.

- 4 - Corner post: 3" O.D. Galvanized pipe - Concrete Set
- 4 - Gate post: 3" O.D. Galvanized pipe - Concrete Set
- 2 - Single Swing Galvanized Gate: 4' Opening Width

Small Dog Area

Furnish and install 108 LF of 4 Foot high galvanized chain link fence. Line posts shall be 2" O.D. Galvanized steel pipe Driven 48" in depth and spaced a maximum of 10' on centers. The fence shall consist of top/bottom rails which will be 1-5/8" O.D. Galvanized pipe.

- 2 - End post: 2-1/2" O.D. Galvanized pipe - Driven
- 2 - Corner post: 2-1/2" O.D. Galvanized pipe - Driven
- 4 - Gate post: 3" O.D. Galvanized pipe - Concrete Set
- 1 - Single Swing Galvanized Gate: 4' Opening Width
- 1 - Double Swing Galvanized Gate: 10' Opening Width

Notes:

Excludes Excavation through rock, Excavation through frost, Grubbing, Hydro-excavating, Permit, Private Utility Locate, Removal of spoils from post holes offsite, Survey

Quote Total: \$11,700.00

Quote Valid For 15 days

Buyer's Signature: _____

Date: _____

Submitted by: *Jason Larson*

This quote when accepted in writing by purchaser and by Century Fence Company includes the terms and conditions set forth on www.centuryfence.com which are incorporated by reference and becomes a contract between two parties. If the project is cancelled upon agreement and special materials were purchased, the customer agrees to pay

Change

Acceptance:

100% of the material cost

Jason Larson

Office: 651-464-7373

Cell: 612-666-1680

Email: JLarson@centuryfence.com

Terms of Payment: Net Cash upon receipt of invoice.

Deluxe Dog Watering Station



See our 22 reviews on [Trustpilot](#)

Deluxe Dog Watering Station

Now: \$3,495.00

SKU: DP-7214-EG-03

Shipping: Free Shipping

Lead Time: Approximately 5-6 weeks (includes transit)

Color Choice: **Autumn Bronze EG-03**

Freeze Resistant Valves: **No, I do not want to add a freeze resistant**

Custom Etched Stainless Steel Plaque: **No, I do not want to add a custom etched**

Custom Message (If Chose Yes To Above Then Type Message Here. If Chose No Then Type N/A): **N/A**

Hardwood Trees

Autumn Blaze Maple, Sugar Maple, Linden, Weeping Willow, River Birch, Whitespire Birch, Mountain Ash, Sienna Glen Maple, Aspen...to name a few. Ask for sizes and varieties available.

Size	Planted	Picked up
1" dia. 8-10'	\$180	\$140
1.5" dia. 10-15'	\$245	\$195
2" dia. 15'	\$320	\$250
2.5" dia. 15-20'	\$440	\$320
3" dia. 20'	\$480	\$380
3.5" dia. 20'+	\$580	\$480
4" dia. 20'+	\$680	\$580

SuperSaver™ Outdoor Benches

★★★★★ 4.8/5.0000

548.85 Quantity discounts available

SKU: 2960683-001

Quantity Discounts

Quantity	6
Price	\$488.00

Product Configuration

Select Color

Selected Color: **Black**

Mount Type

Selected Mount Type: **Surface Mount**

Length

Selected Length: **8 Foot**

Ships in 1 to 2 Days

Qty:

Optional Accessories



Roll over image to zoom in

Global Industrial Thermoplastic Coated Mesh Receptacle w/Flat Lid, 36 Gallon, Green

Visit the [Global Industrial Store](#)

List Price: \$601.90
Business Price: \$595.86
 You Save: \$6.04 (1%)

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 The purchasing line that lets you buy now and pay later.

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- Eligible for Return, Refund or Replacement within 30 day...
- Customer Support