

DRAFT
Lake Elmo Park Commission
Minutes of the Regular Meeting
January 21, 2009

Secretary Blackford called the meeting to order at 7:03 p.m.

COMMISSIONERS PRESENT: Dunn, Larson, Ames, Blackford, Booher, Adanene,

STAFF PRESENT: Project Assistant Kriegler,

Agenda

Agenda was approved

Minutes

December minutes approved as amended. (M/S Larson / Booher, Dunn abstained)

Third paragraph under "Discussion on the development of a Comprehensive Sign Program - - - replace "sweet" with "charming".

Consideration of 2009 Meeting Schedule

The following meeting schedule was adopted:

Wednesday, Jan 21

Wednesday, Feb. 18

Monday, March 16

Monday, April 20

Monday, May 18

Monday, June 15

Monday, July 20

Monday, Aug. 17

Monday, Sept. 21

Monday, Oct. 19

Monday, Nov. 16

Monday, Dec. 21

(M/S Larson / Ames, 6-0)

Commission officer appointments for 2009

The following commission appointments were made for the year 2009:

Chairperson: John Ames

Vice Chairperson: Judith Blackford

Secretary: Rolf Larson

(M/S Dunn / Adanene, 5-0)

Discussion on commission member recruitment strategies and review of application form.

Currently the Parks Commission is 3 seats short of its full 11 seat membership. There is 1 regular and 2 alternate seats vacant. David Steele's term recently expired and is currently considering application to serve as an alternate.

Given an anticipated minimum of 2 vacancies, the commission was asked to provide input on strategies for member recruitment and to review the application form in place. The current application form has been in place for many years without review.

The commission expressed the desire / need to encourage their friends, neighbors, park users, community contacts, etc. to consider application. They also suggested that members of other city commissions encourage their associates to consider serving as well.

The commission reviewed the application form and expressed that the first question in particular was in need of revision. A more appropriate question would allow for the expression of an individual's interest level, motivation and passion for the parks. Rolf Larson agreed to revise the questions on the application.

Update on City Trail System / Trail Segment Inventory

The city's *provides some guidance* for inventorying and trail segments. This inventory is intended to serve as a resource for prioritizing and planning for future trail improvements. The inventory consists of 2 major parts. The first part includes four spreadsheets organized by four trail types:

- Existing off-road
- Proposed off-road
- Existing on-road
- Proposed off-road

Information included in the inventory includes: Location, identifying number (from map) trail type, ownership / R.O.W. issues, short-term purpose, short-term user group, short term user level, condition, safety features, needed improvements, estimated costs, issues, potential funding, and impact on public safety.

The 2nd part includes four spreadsheets that have been developed for the purpose of inventorying data related specific to public safety. Information include on this spreadsheet includes:

- Type of Road
- Volume of Traffic (ADT's)
- Width of Roadway
- Density of Housing
- Parking (permitted or not / frequency)
- Speed limit
- Thru- traffic

The intent of part 2 is to rate every trail segment for “impact on public safety”. This ranking will then be imported into the “impact on public safety” category on part 1 of the inventory.

The commission was asked to review the proposed trail inventory system, provide comment and do some goal setting in an attempt to move forward in implementing the city’s trail guide plan.

The commission was generally very supportive of the proposed inventory. The following comments / suggestions were made: Consider a fifth spreadsheet or category be established to track existing, but “unfinished” trails; Consider including information related to future traffic volumes and patterns; Consider adding a location / grid to the map and inventory to assist in locating the segments on the map. The commission expressed the desire to be forward thinking so that trail improvement projects can be managed and coordinated with other projects for efficiency and costs savings; and so that grant opportunities can be utilized.

Photo review of existing park entrance signs and discussion on possible sign replacement / repair, and landscaping

At the December meeting, the commission requested that a photo of every park entrance sign be made available for members of the commission to review.

The park commission was asked to provide feedback and direction related to the possible repair or replacement of park signs.

The commission reviewed each of the sign photos. The commission expressed an appreciation for the importance of having appropriate, consistent and attractive park signs. For the most part, most of the signs were considered in fairly good shape. The option of replacing all park signs at once, verses a schedule of staggered replacement was discussed. The Commission expressed the interest in starting a sign program with the placement of signs in locations current lacking a sign and possibly replacing the Sunfish Lake Park. It was asked that other signs be painted and repaired as appropriate.

The commission expressed the interest in the new signs being fabricated from recycled plastic lumber and taking on a customary “DNR” or National Park Service look and style. It was requested that proposed layouts, sample lumber materials and cost estimates be made available at the next meeting.

Review of 2008 work plan / development of 2009 work plan.

The Park commission was asked to review the 2008 work plan and develop a work plan for 2009.

The following 2008 work activities were recognized as being complete or nearly complete:

Sunfish Lake Park into MN Land Trust - - substantially complete

Approval of Comprehensive Park Plan - - complete

Launching of Heights Park Planning process - - process was effectively launched

Buckthorn removal - - substantially complete

2009-2013 CIP - - complete

The following activities work activities were identified as ongoing:

1. Trail plan implementation: a. Trail system segment inventory b. Segment prioritization c. Identification of potential funding sources. (1)
2. Spring and fall park visits. (1)
3. Development of Heights Park plan. (2)
4. Development of a natural resource management plans. (2)
5. Implementation of Park sign system. (entry 1, info 2-3)
6. CIP development. (4)
7. Review of P.W. / infrastructure projects for potential effects on parks, trails, natural resources. (2)
8. Park shelters. (3)
9. Sunfish Lake Park Area 2 concept plan. (1)
10. Review of process policy regarding ballfield use / reservations.

Information Items:

Carol Kriegler informed the commission of her plans to attend a “trails” workshop in late January.

The meeting was adjourned 9:05 p.m.

Respectfully submitted,
Carol Kriegler
Project Assistant