

FINAL
Lake Elmo Park Commission
Minutes of the Regular Meeting
June 16, 2008

Chairman Steele called the meeting to order at 7:00 p.m.

COMMISSIONERS PRESENT: Steele, Ames, Blackford, Brooher, Larson, Adanene, Dunn and Zeno.

STAFF PRESENT: Project Assistant Kriegler

Agenda

Agenda was approved, (M/S Ames / Blackford) with 3 additional agenda items:

- 4a. Stonegate Trail Improvement
- 8. Field Reservation Policy
- 9c. Information Item: Downtown Banner Project Update

Minutes

April 21 Minutes: M/S/ P, (Larson /Zeno), approved Vote: 8:0

May 19 Minutes: Approved as corrected.: Commissioner Blackford mentioned that the Tartan Park site could be considered potential replacement for any Reid Park property loss. Commissioner Ames *inquired* about potential concern on the impact on neighbors (noise, smell) rather than *expressed concern*. M/S/P (Brooher, Larson) Vote: 8:0

Report on Park Dedication Fund Balance

Carol Kriegler reported that past park dedication funds had been inadvertently assigned to the wrong accounts. After reviewing development agreements back in time, the park dedication balance has been adjusted to reflect a 12/31/07 balance of 1,028,429.00 The funds are restricted to capital park improvement projects and the purchase of equipment used to maintain the parks.

Discussion took place regarding the interest in members receiving quarterly reports reflecting all income and expenditure from the park fund including a quarterly balance. M/S/P (Ames, Dunn) Vote: 8:0.

Larson requested that staff inquire and report back as to the commission's role in determining whether park dedications are in the form of land or money.

Discussion of City Trail System Improvements / Trail Segment Inventory

Project assistant Kriegler reported on an inventory of the trail segments identified in the city's Comprehensive Trail Guide Plan. The inventory includes both a mapping system and matrix. This inventory is intended to serve as a resource for prioritizing and planning future improvements. The inventory includes classifications related to trail type, associated level of connectivity, level of use and degree of public safety enhancement. Any city graphic used within the park sign systems should be consistent with what the city uses elsewhere.

Discussion took place reflecting the interest in the Park Commission being involved in the Village planning process so that the park plan and trail plan are implemented as planned.

Project Assistant reported that she planned to have the structures of the inventory maps and matrix in place by the July commission meeting. Mike and members of the commission will play a vital role in participating in completing the inventory once a structure is put in place.

M/S/P (Ames /Zinne) The City council include the Comprehensive Trail Guide Plan and Comprehensive City Park Plan in the Village planning process to ensure connectivity and preservation of open space in the Old Village. Vote: 8:0.

Stonegate Trail Improvement

Chairman Steele opened discussion concerning Stonegate Trail Improvements. While the issue was not included in the agenda as a separate agenda item, he acknowledged John Booher's interest and efforts on the project and expressed that the project deserved to be considered by the Commission as a separate agenda item.

Booher: Commented the trail, in it's current condition, is not useable on a bicycle.

Ames: Hard pressed to see the need for an off-road trail in the neighborhood. He reported visiting the neighborhood during the dinner / early evening hour and saw no traffic.

Larson: Supports paving two sections of the trail and delaying paving of the 3rd section. Also supports erosion control and ongoing maintenance.

Steele: Can't support - - doesn't see a safety issue. Can't go to the City Council to make the case that this is the city's highest trail segment priority, particularly when we the commission is about to embark on a significant effort to prioritize trail projects.

Ames: Acknowledged the need for trail maintenance.

Request: Mike Bouthilet attend the next commission meeting and report on the potential cost and opportunity to conduct trail maintenance and improve erosion control.

Sunfish Lake Land Trust Conservation Easement

Commissioner Blackford reported on the discussion that took place at the small working group meeting with Sarah Strommen of the Land Trust and read through the Progress Report document.

Four minor changes to the document were supported:

1. "Allowed utilities" should be **defined** in the easement

2. “Utilities are allowed to serve those activities permitted by the easement but otherwise (*limited*-replaced with) **prohibited**.
3. Lighting is allowed in area 2, but must be downcast and consistent with the city’s dark skies policy.
4. Alteration of the natural topography or surface of the land is limited **and must be consistent with the park plan**.

Approval of the Project Report as amended. M/S/P (Adanene/Ames) Vote 8:0

Lowes Partnership Program Update / Authorize the hiring of Design Forum to prepare conceptual schematic designs for park shelters.

Project Assistant Kriegler provided a brief overview of the Lowes Partnership Program ; that the city is eligible for \$7,000 in building material from Lowes for the construction of a picnic shelter.

Discussion took place supporting a project in Carriage Station Park due to strong neighborhood support and their efforts in securing additional financial resources for the project.

M/S/P (Ames/Larson) Support construction of a shelter in Carriage Station Park using the Lowes grant contingent on securing funds from the Jaycees for the project.. Vote:8:0

Hiring of Design Forum for schematic design services:

Steele: \$1,200 well spent to provide 3 options to design a shelter that can be used and carried out throughout the park system.

Recommend the hiring of *Design Forum* for shelter design services. M/S/A (Larson/Ames) Vote: 8:0

Information Items:

Ames reported that signage was missing at a Lake Elmo public boat launch. He requested that it be determined what role the city had in maintaining area boat launches. hat she would consult with Administrator Hoyt regarding the need and process for land acquisitions and conveying.

Respectfully submitted,
Carol Kriegler
Project Assistant