



STAFF REPORT

DATE: 2/11/2025

DISCUSSION

AGENDA ITEM: City Council and Parks Commission Joint Work Session

TO: Mayor and City Council

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director

REVIEWED BY: Marty Powers, Public Works Director

SUMMARY:

The intent of the Parks Commission and City Council Joint Workshop is to address the following items;

1. Review the 2025 Parks Commission Work Plan
2. Update Pinwheel parcel search update
3. Review changes proposed by Parks Commission
 - Park Awareness – Signage and wayfinding
 - Design Standards
 - Parks Superintendent position
 - Trail connectivity from Northstar development to Sunfish Lake Park
4. Discuss any additional Parks Commission goals for 2025

2025 Parks Commission Work Plan

The Public Works Department has updated the Parks Commission Work Plan for 2025. This was presented to the Parks Commission on 11/18/2024.

- Staff will work on the final preparation and opening of the new Schiltgen Park in 2025. This will include installing signage, benches, and picnic tables in the park.
- Kleis Park playground set is scheduled to be replaced in 2025; staff will bring potential options and plans to be reviewed and implemented.
- Staff will begin planning for larger concept plans for Lions and Ridge parks, which will include new playground sets and improvements to the current amenities.
- Staff will continue to focus on any potential trail connectivity and make any future suggestions with consideration of community growth.

ATTACHMENT:

- 2025 Parks Commission Work Plan



2025 Parks Commission Strategic Work Plan

The City of Lake Elmo Park Commission has affirmed their overall goals to be:

- 1) Ensure that our parks and trail system are constructed / maintained.
- 2) Provide an expansive system of parks, trails, and open space with recreational amenities that will attract more users to the parks and visitors to the city.
- 3) Create a safe and enjoyable environment in all our parks.
- 4) Serve as a reviewing body to make sure the “open space” character development is preserved in new developments.

With the broader priorities defined, the 2025 Park Commission Strategic Work Plan has been broken down into three segments: Project and Development; Maintenance & Refurbishing and other Park Initiatives.

- Priority Levels (PL) are determined on a 1-5 scale with 1 being the highest priority and 5 being the lowest. This will serve as a guide to what tasks serve as a higher priority to staff and work allocation.
- Status is also indicated in order to better manage goals and objectives.

Key

Status	C – Complete IP – In Progress
PL	Priority Level (1-5 with 1 being the highest priority)

Planning / Project and Development	PL	Status
Planning and Policy		
<ul style="list-style-type: none"> Washington County Central Greenway Trail Plan - Assist Washington County when necessary for planning and funding opportunities 	1	IP
<ul style="list-style-type: none"> Outline options for additional Parking at Sun Fish Lake Park 	2	IP
<ul style="list-style-type: none"> Provide additional parking options for Pebble Park 	3	
<ul style="list-style-type: none"> Kleis Park Playset Replacement 	2	IP
<ul style="list-style-type: none"> Ridge Park Playground Replacement 	2	
<ul style="list-style-type: none"> Reid Park Parking Lot Reconstruction/ Expansion 	1	
<ul style="list-style-type: none"> Update and Review Park Reservation Policy 	2	

<ul style="list-style-type: none"> Outline Park options at new Northstar Development Park - Explore trail connectivity options to Sunfish Lake Park 	2	IP
<ul style="list-style-type: none"> Plan and Develop 2026 Lions Park updates: Playground/Courts 	4	
<ul style="list-style-type: none"> Provide concept plan for Ridge Park 	2	
Maintenance & Refurbishing		
<ul style="list-style-type: none"> Parks Needs Assessment 	3	Annual
<ul style="list-style-type: none"> Asphalt trail Maintenance - Inspections, crack filling and inspections 	3	IP
<ul style="list-style-type: none"> Playground and Park Inspections 	3	IP
<ul style="list-style-type: none"> Remove infected Ash Trees from City Parks 	4	IP
<ul style="list-style-type: none"> Outline future park recommendations following 2024 PMP 	2	
Additional Park Initiatives		
<ul style="list-style-type: none"> Hold a joint Parks Commission / City Council work session 	2	IP
<ul style="list-style-type: none"> Park Tree Planting 	2	
<ul style="list-style-type: none"> Oversee efforts of buckthorn removal and Sally Manzara Nature Center 	4	IP
<ul style="list-style-type: none"> Create new Parks Page on city site 	5	
<ul style="list-style-type: none"> Outline options for park signage and wayfinding 	2	
Finance		
<ul style="list-style-type: none"> Update Capital Improvement Plan 	1	Annual
<ul style="list-style-type: none"> Provide Budget Updates as needed 	4	IP
<ul style="list-style-type: none"> Outline the need for a Parks Superintendent staffing following 2024 Parks Master Plan recommendation 	2	