



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 22, 2025
6:30 p.m.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Elect Chair and Vice Chair
4. Approve Agenda
5. Approve Minutes
 - a) December 16th, 2024
6. Public Comment
7. Klies Playground Replacement
8. Pebble Park Parking Lot Extension
9. Communications
10. 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 16, 2024

Members Present: Commissioners Kastler, Barret, Elam, Hoelscher, Sturtz and Esch

Absent: None

Staff Present: Assistant Public Works Director Swanepoel

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

Approval of Agenda

Barret motioned to approve the agenda as presented, Elam provided a second; no discussion.

Motion approved 6-0.

Approval of Minutes

Esch motioned to approve the October 21, 2024 Parks Commission Minutes, Barrett provided a second; no discussion. Motion passed 6-0.

Public Comments

None

Kleis Playground

Assistant Public Works Director Swanepoel presented survey results regarding replacement of the playground equipment at Kleis Park, noting it was installed in 1993 and has exceeded its lifespan. Swanepoel also presented proposed park improvements to relocate the playground set to the east of its current location, provide benches, a shade structure, and an asphalt trail to provide accessibility to the play area. Discussion held regarding location of the amenities, accessible play equipment, and ball field usage. Swanepoel requested Commission input on the age range the play structure should be designed for and budget for the improvements. Consensus reached to request quotes for a play structure designed for children 5-12 years old and a budget of \$65,000 with optional add-ons.

Goal Setting Representative

Assistant Public Works Director Swanepoel requested the Commission select a representative to attend the City Council goal setting meeting on January 15, 2025. Discussion was held regarding goals and challenges the Commission has identified.

Hoelscher motioned to nominate Commissioner Esch as the Parks Commission representative for the City Council goal setting session; Elam provided a second. Motion passed 6-0.

Communications

- a) Joint meeting with City Council in February
- b) January meeting moved to Wednesday, January 22nd due to the holiday
- c) Ice rink is open in Lion's Park
- d) Demontreville Park is complete

Esch motioned to adjourn the meeting; Barrett provided a second. Motion passed 6-0.

Kastler adjourned the meeting at 7:16 PM

Respectfully Submitted
Julie Johnson, City Clerk



STAFF REPORT

DATE: 01/22/2025

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: 01/22/2025

Discussion

TO: PARKS COMMISSION
AGENDA ITEM: Kleis Park Playground Replacement
FROM: Adam Swanepoel, Assistant Public Works Director
SUBMITTED BY: Marty Powers, Public Works Director

BACKGROUND:

The Kleis Park play set was originally installed in 1993 and has exceeded its lifespan. Parks Commissioners reviewed the park and playground set in 2022 and made recommendations for replacement of the structure.

Staff presented an outline of the playground project at the December 16, 2024 meeting. Commissions recommended a playground structure that suited ages 5-12 which would include swings, additional seating options and a rope structure. Commissioners agreed to consider an additional structure that would attract teens if one is available.

ISSUE BEFORE THE PARKS COMMISSION:

Would the Parks Commission like to recommend one of the following playset options, asphalt trail and trees to City Council?

PROPOSAL DETAILS/ANALYSIS:

Flagship Recreation has provided two options for a playset which incorporate the recommendations made by the Park Commission.

Option 1: Offers a double structure, connected with a climbing net and three slides. In addition, a swing with placement for three users. This area is approximately 55 x 53 and includes seating. Total equipment cost for this project is \$79,995.

Option 2: Offers a single climbing structure with three slides. A swing is incorporated with 2 swings and two additional chair spinners. This area is approximately 55 x 53 and includes seating. Total equipment cost for this option is \$79,927.

Both options will include a concrete border around the playset and swing and use safety chips within the constructed area.

Staff is recommending the construction of an asphalt trail from 53rd St. N to the play structure to meet ADA compliance. The base of the trail would be constructed by staff with a contractor providing the bituminous. Expected cost of the extended trail is \$15,000.

With the removal of several large oak trees over the past several years, staff recommends planting four mature trees in the park near the new playset. Expected cost of the trees is \$1000.

Public works staff will remove the existing playset, boarder and pebble rock. The old area will be covered with black dirt and seeded. Additional installation expenses includes a dumpster, seed and blanket which is expected to be about \$900.

FISCAL IMPACT:

Fiscal impacts are outlined in the 2025-2034 Capital Improvement Plan (CIP). CIP items are funded through the Parks Dedication Fund while future Operations and Maintenance items are funded through the Public Works Budget. The outlined project will not exceed \$100,00 but will exceed the 2025 CIP of \$65,000 .

RECOMMENDATION:

Staff recommends the following motion:

“Move to recommend to City Council the request to purchase and install option “ ____ “ playset, asphalt trail, trees and installation expenses not to exceed \$100,000.”

ATTACHMENT:

- Kleis Park Map
- Playground Options

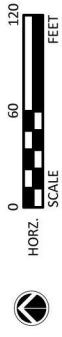
KLEIS PARK

6.94 acres
Jamaca Blvd N & 53rd St N



KLEIS PARK

6.94 acres
Jamaica Blvd N & 53rd St N



KLEIS PARK

6.94 acres
Jamaica Blvd N & 53rd St N





Kleis Park - Option 1

LakeElmo_Kleis OPT1 120224 • 12.3.2024





Kleis Park - Option 1

LakeElmo_Kleis OPT1 120224 • 12.3.2024





Kleis Park - Option 1

LakeElmo_Kleis OPT1 120224 • 12.3.2024



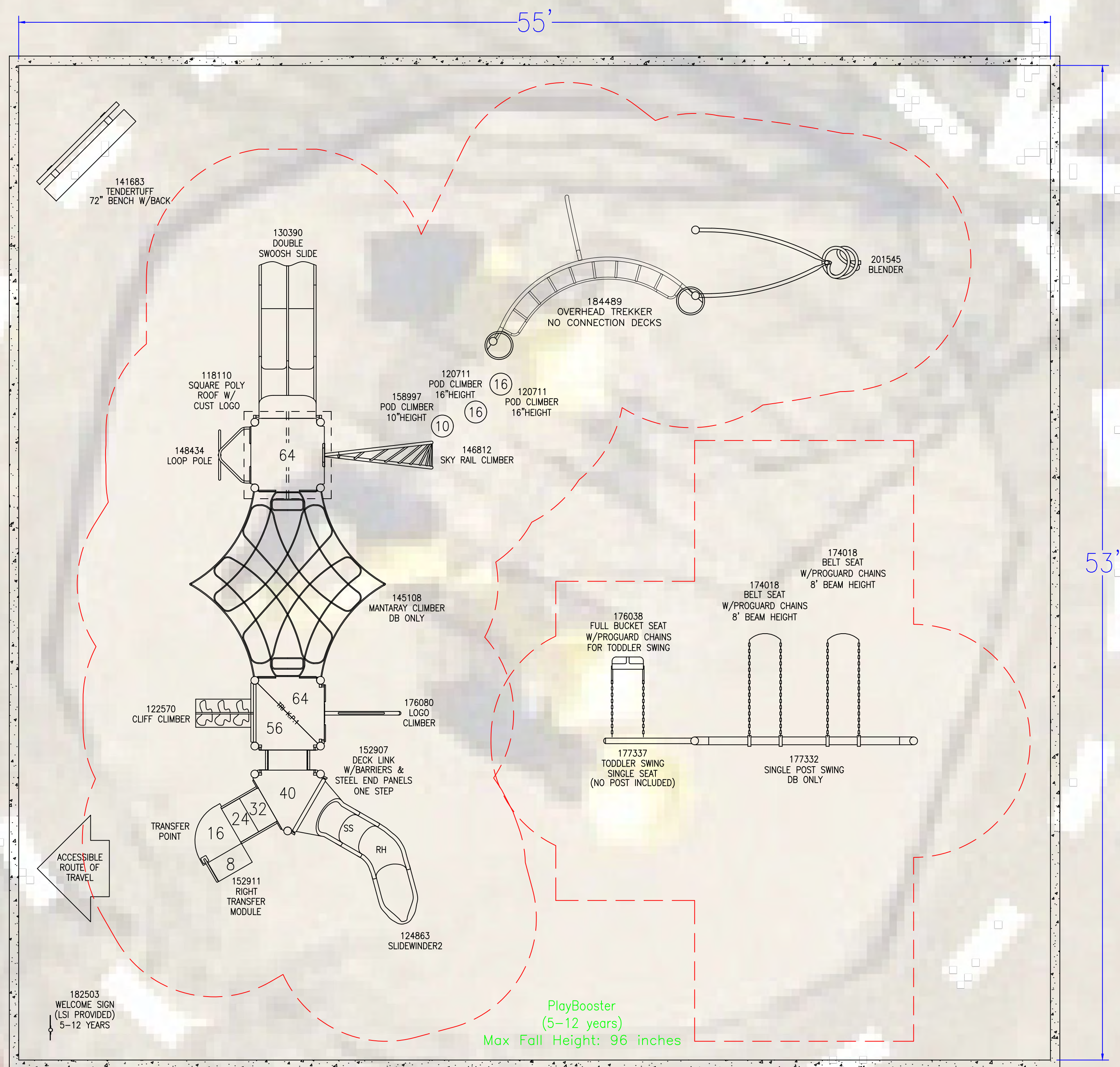


Kleis Park - Option 1

LakeElmo_Kleis OPT1 120224 • 12.3.2024



C:\Users\JLZ\OneDrive\Flagship Recreation - Documents\2025 Planning\Emil\Lake Elmo - Kleis Park\2024.12.02 Preliminary Designs\Views Opt 1\LakeElmo_Alt1a_02112025.dwg



CONTAINER DETAILS

TOTAL CONTAINER AREA	2912 SF
ASTM SAFETY SURFACING TYPE	ENGINEERED WOOD FIBER
TOTAL EWF AREA	2912 SF
TOTAL PERIMETER	220 LF
EDGING TYPE	6\"X12\" CONCRETE CURB
FINISH GRADE	TOP OF CURB

- **SITE PREPARATION REQUIREMENTS:**
- MAXIMUM OF 1% GRADE CHANGE ACROSS CONTAINER
 - NO PRE-INSTALLED DRAIN TILE OUTSIDE OF 4 FEET OF PERIMETER
 - DRAIN TILE STUB TO BE PROVIDED IF DRAIN TILE IS REQUIRED
 - NO DRAINAGE AGGREGATE PRE-INSTALLED
 - NO FABRIC PRE-INSTALLED
 - MINIMUM CONTAINER SIZE NEEDED DENOTES THE INSIDE OF CURB DIMENSION



FLAGSHIP RECREATION
11123 UPPER 33RD ST N
LAKE ELMO, MN 55082
763-550-7860
FLAGSHIPPLAY.COM
@FLAGSHIPPLAY



THIS PLAY AREA & PLAY EQUIPMENT IS
DESIGNED FOR AGE RANGES AS NOTED
ON PLAN.

Kleis Park
Option 1

5285 Jamaca Blvd N
Lake Elmo, MN 55042

SALES
REPRESENTATIVE:
Emily Maloney

DESIGNED BY:
JLZT
12/2/24

1/4" = 1'-0"

SHEET
LS101

2-5 AREA

TOTAL ELEVATED PLAY COMPONENTS	0	
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	0	REQUIRED 0
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	1	REQUIRED 0
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	1	REQUIRED 1

5-12 AREA

TOTAL ELEVATED PLAY COMPONENTS	7	
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	4	REQUIRED 4
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	7	REQUIRED 2
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	4	REQUIRED 4



City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042
Adam Swanepoel, Assistant Public Works Director

12/12/2024

PRELIMINARY BUDGET - THIS IS AN ESTIMATE & NOT A FORMAL QUOTE

	Preliminary Budget	Possible Additions	Possible Reductions	QTY	Notes
Play Equipment					
Kleis Park - Opt 1,EM706	53,428.00				2025 State Contract Price
State Contract #218091	(3,205.68)			6%	(6% discount under \$80,000 & 8% discount \$80,000 & above)
Sales Tax - if applicable	0.00				ST3 Certificate of Exemption must be provided by owner.
Delivery of Play equipment	600.00				Estimated / Final quote will be provided upon final design.
Mobilization	750.00				Mobilization of Installation Crew to Job Site (Trailer Skid Steer Augur, Tools, Mixer, Etc.)
Dumpster(s) - 30 Yard	750.00				Disposal of packaging material
Site work					
Demo of Existing Equipment & Excavation (existing container)	0.00			0	BY OWNER - OWNER TO SET DESIRED FINISH GRADE BY EXCAVATING 12" BELOW IT
Border Options					
Concrete Border Straight (LF)	9,970.51			220	Standard 6" W x 12" D.
Equipment Installation (Labor & Concrete for Footings)	12,032.35			23.96%	Full professional installation by Landscape Structures Certified Installers. Standard labor rate unless otherwise noted
Special Equipment (Lull, Lift, Compactor, etc.)	0.00				Rental - Req'd for Shade Fabric, Roofs, etc.
Concrete Flatwork					
Concrete Flatwork (Sq. Ft.)	0.00			0	NOT INCLUDED
Subgrade Prep & Engineered Wood Fiber Surfacing (EWF)					
Drain Tile (LF)	0.00			0	NOT INCLUDED - No preinstalled draitile outside of 4 feet of perimeter border
EWF - Playground Safety Surfacing (CY)	5,670.00			126	IPEMA Certified Meets ASTM, ADA & CPSC
Site Restoration (Sq.Ft.)	0.00			0	NOT INCLUDED
	Budget Total	Total Additions	Total Reductions		Total w/ Additions & Reductions
	79,995.18	0.00	0.00		79,995.18



Kleis Park - Option 2

LakeElmo_Kleis OPT2 120224 • 12.3.2024





Kleis Park - Option 2

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Kleis Park - Option 2

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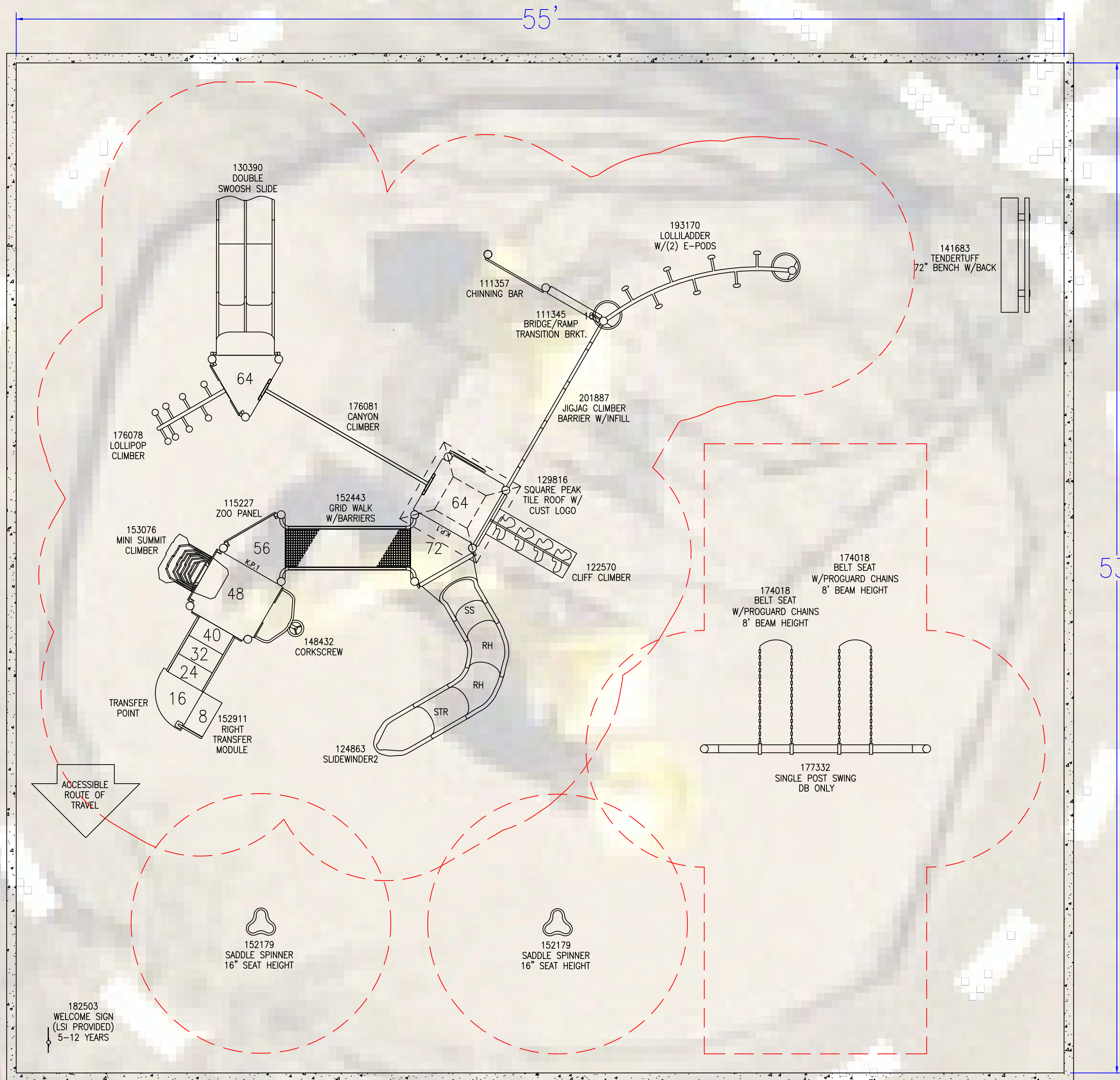


Kleis Park - Option 2

LakeElmo_Kleis OPT2 120224 • 12.3.2024



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PlayBooster
(5-12 years)
Max Fall Height: 96 inches

CONTAINER DETAILS

TOTAL CONTAINER AREA	2912 SF
ASTM SAFETY SURFACING TYPE	ENGINEERED WOOD FIBER
TOTAL EWF AREA	2912 SF
TOTAL PERIMETER	220 LF
EDGING TYPE	6"X12" CONCRETE CURB
FINISH GRADE	TOP OF CURB

**SITE PREPARATION REQUIREMENTS:

- MAXIMUM OF 1% GRADE CHANGE ACROSS CONTAINER
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- DRAIN TILE STUB TO BE PROVIDED IF DRAIN TILE IS REQUIRED
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THIS PLAY AREA & PLAY EQUIPMENT IS
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ON PLAN.

Kleis Park Option 2

5285 Jamaca Blvd N
Lake Elmo, MN 55042

SALES
REPRESENTATIVE:
Emily Maloney

DESIGNED BY:
JLZT
12/3/24

1/4" = 1'-0"

SHEET

LS101

5-12 AREA

TOTAL ELEVATED PLAY COMPONENTS	9	
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	5	REQUIRED 5
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	6	REQUIRED 3
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	4	REQUIRED 4



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Adam Swanepoel, Assistant Public Works Director

12/12/2024

PRELIMINARY BUDGET - THIS IS AN ESTIMATE & NOT A FORMAL QUOTE

	Preliminary Budget	Possible Additions	Possible Reductions	QTY	Notes
Play Equipment					
Kleis Park - Opt 2,EM706	56,184.00				2025 State Contract Price
State Contract #218091	(3,371.04)			6%	(6% discount under \$80,000 & 8% discount \$80,000 & above)
Sales Tax - if applicable	0.00				ST3 Certificate of Exemption must be provided by owner.
Delivery of Play equipment	600.00				Estimated / Final quote will be provided upon final design.
Mobilization	750.00				Mobilization of Installation Crew to Job Site (Trailer Skid Steer Augur, Tools, Mixer, Etc.)
Dumpster(s) - 30 Yard	750.00				Disposal of packaging material
Site work					
Demo of Existing Equipment & Excavation (existing container)	0.00			0	BY OWNER - OWNER TO SET DESIRED FINISH GRADE BY EXCAVATING 12" BELOW IT
Border Options					
Concrete Border Straight (LF)	9,970.51			220	Standard 6" W x 12" D.
Equipment Installation (Labor & Concrete for Footings)	9,374.32			17.75%	Full professional installation by Landscape Structures Certified Installers. Standard labor rate unless otherwise noted
Special Equipment (Lull, Lift, Compactor, etc.)	0.00				Rental - Req'd for Shade Fabric, Roofs, etc.
Concrete Flatwork					
Concrete Flatwork (Sq. Ft.)	0.00			0	NOT INCLUDED
Subgrade Prep & Engineered Wood Fiber Surfacing (EWF)					
Drain Tile (LF)	0.00			0	NOT INCLUDED - No preinstalled draitile outside of 4 feet of perimeter border
EWF - Playground Safety Surfacing (CY)	5,670.00			126	IPEMA Certified Meets ASTM, ADA & CPSC
Site Restoration (Sq.Ft.)	0.00			0	NOT INCLUDED
	Budget Total	Total Additions	Total Reductions		Total w/ Additions & Reductions
	79,927.79	0.00	0.00		79,927.79



STAFF REPORT

DATE: 01/22/2025

Motion

AGENDA ITEM: Pebble Park Parking Expansion

TO: PARKS COMMISSION

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director

REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

Due to the addition of new pickleball courts, playset and soccer field reservations in Pebble Park, parking has become more challenging, resulting in a disruption of the traffic flow in and out of the park because of the narrow drive aisle. With the pickleball courts located close to the park entrance, staff have observed that parking has spilled over into the drive aisle and along the west side of the parking lot resulting in users having minimal space to back up or turn around.

ISSUE BEFORE PARKS COMMISSION:

Would the Parks Commission like to expand the existing parking lot at Pebble Park and replaced the hillside with wildflowers and plant up to four mature trees.

PROPOSAL DETAILS/ANALYSIS

Pebble Park's parking lot is a gravel lot that currently serves a number of attractive amenities within the park. Current users of the pickleball courts, pavilion, baseball field and soccer area find this area fills up quickly in the summer months. Expansion of the parking area is being considered to provide a larger parking area.

The west side of the parking lot is a densely overgrown hill consisting mainly of buckthorn and Ash trees. In 2024 public works staff removed much of the infected Ash trees and trimmed several of the other low hanging tree branches into the park. With the removal of the dense vegetation this exposed the hillside and opened the area for additional parking.

Staff is recommending the removal of the remaining vegetation and smaller trees in this area to expand the parking lot. Staff would remove dirt from an area of 30x150 feet from the current lot into the hillside to make it uniform and freed of roots/debris. Public works staff would remove the dirt and fill in the parking area with recycled asphalt. A series of boulders would be placed near the base of the hill to prevent runoff and serve as a retaining wall to minimize the slope and create a boarder for parking.

Staff is recommending seeding the disturbed hill with perennial wildflowers. These flowers would grow back every year creating a colorful hillside. Staff would also recommend planting four mature trees for shade within the park since the removal of numerous ash trees and cotton wood trees in 2023.

Trees	\$1000
Wildflower Seed Mix	\$500
Erosion Blanket	\$200
TOTAL	\$1700

FISCAL IMPACT:

The expansion of the Pebble Park Parking lot is currently on the 2025 work plan. Expenses from the project would come from the Parks Dedication Fund.

RECOMMENDATION:

“Motion to approve the proposed purchases by city staff and to expand the parking lot at Pebble Park. not to exceed \$2000.”