



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
February 19, 2025
6:30 p.m.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Public Comment
5. Park Donation
6. Sunfish Lake Parking Extension
7. Communications
8. 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.*



STAFF REPORT

DATE: 02/19/2025

Motion

TO: Park Commission

AGENDA ITEM: Kristina Tonseth Donation

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director

REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

The city has received a donation form for public improvements from Kristina Tonseth to be used for the purchase and installation of a memorial bench placed in the Demontreville Park Wildlife Area. The donation would be in memory of Peter David Epland.

ISSUE BEFORE PARKS COMMISSION:

Should the Parks Commission accept the donation of \$1,600 from Kristina Tonseth?

PROPOSAL DETAILS/ANALYSIS:

Kristina Tonseth wishes to donate \$1,600 to fund upgraded park improvements in the Demontreville Park Wildlife Area. The donation would purchase a memorial bench and plaque in memory of Peter David Epland.

The proposed location of the bench would be at the south entrance of the park (#6) near Demontreville Trail N.

Parks Commissioners should consider the following when accepting donations:

- (1) Is the gift of lasting value to the community?
- (2) Does it create potential liability issues for the City? That is, will people walk on it, sit on it, or under it? Will construction be inspected, is construction up to current standards (ADA accessible, for example?) Are the materials used acceptable for public construction?
- (3) Will some member of the public find the item offensive; can it be construed as having a religious content, or offending members of a protected class?
- (4) What will the potential annual maintenance cost of the gifted object be? Do the costs outweigh the value of the gift?
- (5) Does the gift carry implied duties that the City must perform? What is the cost of performance of such duties? Does the cost exceed the value of the gift?
- (6) If costs, direct or indirect exceed the value of the gift; acceptance of the gift may still be warranted if a public purpose is being served and all understand the costs as well as the value of the gift.
- (7) Also, does the acceptance of the gift imply that the City will replace the gift when worn out, destroyed by vandals, etc? If the gift is found to be no longer of use in the future, may the City at that time, sell, dismantle or convert to another use?
- (8) All agreements, prohibitions, etc, with respect to the gift should be noted in the minutes or Memorandum of Agreement for future reference.

FISCAL IMPACT:

The proposed donation would be placed into the parks general maintenance fund for purchase and installation of the bench.

OPTIONS:

- 1) Approve the donation from Kristina Tonseth for a memorial bench.
- 2) Do not accept the donation from the Kristina Tonseth.

The Parks Commission should identify any agreements or exclusions related to the recommendation.

RECOMMENDATION:

Staff recommends the following motion:

“Move to recommend to the City Council to approve the donation from Kristina Tonseth to purchase and install a memorial bench to be placed in Demontreville Wildlife Park in with a plaque in memory of Peter David Epland not to exceed \$1600.”

DONATION FORM FOR LAKE ELMO CITY PARKS PUBLIC IMPROVEMENT PROJECTS,
MEMORIALS, TRIBUTES, WORKS OF ART
(Including funding proposals for the above purposes)

DONOR INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

Hereby makes a proposal to fund and/or construct a Public Improvement Project, memorial, tribute, or
work of art consisting of :

The intended purpose of this donation is:

Proposed location:

Donation subject to the following restriction (if any):

Condition, Conservation and Maintenance Requirements:

What type of materials will be used in the proposed Project?

What is the intended life span of the Project?

What short and long-term maintenance may be required and what is the anticipated cost of such maintenance?

The City of Lake Elmo will make reasonable efforts to accommodate the intended purpose of the donation but reserves the right to utilize, relocate and/or dispose of any item through donated funds as the City of Lake Elmo may deem fit.

This agreement shall not take effect until the City Council of the City of Lake Elmo has specifically accepted this donation.

Donor:

Date:

Recommended:

Department Head

Date

Accepted:

City Administrator

Date

Demontreville Wildlife Park

- Gateway Trail Property
- Private Property
- Wooded Area
- Open Field
- Water
- Alternative Access
- Bike Trail Head
- Ski Trail Head
- Multi Use Trails (1.33 mi.)
- Gateway State Trail

★ You Are Here

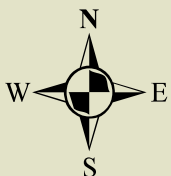
P Parking

Intersection
Number

6

Long Lake

Lake Demontreville



City of Lake Elmo
3880 Laverne Ave. N
651-747-3900
www.lakeelmo.gov

Park Hours: Sunrise
to Sunset

In Case of
Emergency Call 911

1 inch:0.05 miles



STAFF REPORT

DATE: 02/19/2025

Motion

AGENDA ITEM: Sunfish Lake Park Parking Expansion

TO: PARKS COMMISSION

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director

REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

In May of 2024 the Parks Commission heard from staff at the Sally Manzara Center regarding their concern over the parking at Sunfish Lake Park. Starting with an early spring in 2024, the number of park users exceeded its parking lot causing an overflow of vehicles. Throughout the year staff has observed parking overflowed into the drive isles of the park. The current parking lot is a gravel lot that can comfortably serve up to about 30 vehicles.

ISSUE BEFORE PARKS COMMISSION:

Would the Parks Commission like to recommend to city council the expansion of the existing parking lot Sunfish Lake Park?

PROPOSAL DETAILS/ANALYSIS

The parking lot at Sunfish Lake Park is a gravel lot which currently serves a number of attractive amenities at Sunfish Lake Park including nature trails, off road mountain biking and the Nature Center. Staff has seen the parking lot overflow up throughout the year. With additional parking the West dog park entrance, parking is still an issue typically on the weekends and in the evening hours.

Parking in this area is unmarked and users often space vehicles further apart than one would normally see in a stripped parking lot. This is mainly due to users accessing bikes, strollers and pets from their cars.

Staff is recommending the expanding the existing parking lot into two locations. The first area will add five additional parking spots and would square up the North East corner of the parking lot. The second area would consist of, removing the North end of the grass median to make for angled parking. Doing so will add up to an additional 30 parking spots.

Public Works staff would remove the black dirt gravel the new parking area and place rock boulders down the center of the angled parking to eliminate traffic driving through the angled parking spots. A berm of black dirt would remain at the north end of the island to direct traffic down the correct drive isle as well as any needed signage.

FISCAL IMPACT:

The expansion of the Sunfish Lake Park Parking lot is currently on the 2025 work plan. Expenses for this project would include public work's staff time and fuel, all gravel needed for the project is currently on hand with the public works department.

RECOMMENDATION:

“Motion to recommend to City Council the expansion of the existing parking lot Sunfish Lake Park.”

