



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
December 16, 2024
6:30 p.m.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
 - a) November 18th, 2024
5. Public Comment
6. Kleis Playground
7. Goal Setting Representative
8. Communications
9. 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
November 18, 2024

Members Present: Commissioners Kastler, Barrett, Hoelscher, Sturtz and Esch

Absent: Commissioner Elam

Staff Present: Assistant Public Works Director Swanepoel and Senior Planner Sophia Jensen

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

Approval of Agenda

Barrett motioned to approve the agenda as presented, Hoelscher provided a second; no discussion. Motion approved 5-0.

Approval of Minutes

Esch motioned to approve the October 2024 Parks Commission Minutes, Barrett provided a second; no discussion. Motion passed 5-0.

Public Comments

None

Limerick Village Concept Plan

Senior Planner Sophia Jensen presented. The commission had questions.

Hoelscher moved to recommend the acceptance of approximately 8 acres of land for a neighborhood park with dedication credit for the trails along the soon to be planned 5th Street and a fee in lieu of dedication for the remainder based on the findings listed in the staff report, Barrett provided a second; discussion. Motion passed 5-0.

2025 Parks Work Plan

Assistant Public Works Director Swanepoel presented.

Esch motioned to recommend the 2025 Parks Commission Work Plan to City Council, Barrett provided a second; discussion. Motion passed 5-0.

Schiltgen Park Construction

Assistant Public Works Director Swanepoel presented. The commission had questions.

Hoelscher motioned to recommend to the City Council the proposed trail and purchases by city staff to furnish the newly constructed Schiltgen Park, Barrett provided a second; discussion. Motion passed 5-0.

Homestead Park

Assistant Public Works Director Swanepoel presented.

Eloise Maki, at 11364 14th ST. N., provided concerns and comments regarding the neighborhood needs.

The commission had questions and provided comments.

Communications

- a) City staff removed the pickleball and tennis nets.
- b) Portable restrooms have been removed from most parks.
- c) Working on tree and brush removal.
- d) Barrett asked if any applications came in for the open seat.

Kastler adjourned the meeting at 7:31 PM

Respectfully Submitted
Rebecca Schwemmer, Deputy Clerk



STAFF REPORT

DATE: 12/16/2024

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.

In June of 2019 a tree limb from a nearby oak tree fell on the swing causing half of the swing to be removed, leaving only part of its original structure. In the summer of 2022, staff removed the remaining part of the swing due to safety concerns. Since the removal of the swing, park users have requested and inquired about a replacement swing at the park. In a Parks Commission meeting in September 2022, staff recommended the replacement of the swing set in 2023, however this was delayed in order to place the item in the city's capital improvement plan.

ISSUE BEFORE THE PARKS COMMISSION:

Does the Parks Commission agree with proposed outline and upgrades staff has presented?

PROPOSAL DETAILS/ANALYSIS:

Less than 10% of those that participated in the Parks Master Plan survey have visited Kleis Park in the past. Kleis Park is classified as a neighborhood park in the master plan. Conditions of a neighborhood park include 1/4 - 1/2 mile radius to surrounding residents, accessible to nearby residents with a safe environment with walking and biking access, provides active recreation / information gathering spaces and offers fields for practice or youth games.

Staff recommends installing a playset to include a swing with play features for children for ages 5-12, incorporating concrete border around the playset and swing and use safety chips within the constructed area. In addition, staff recommends adding an additional bench and shade structure to the area along with adding 4-5 new trees to the park.

Kleis Park provides an open area to implement a new playground structure. Staff suggest moving the playset near the East side of the property for better visibility, potential shade and trail access. Staff is recommending the construction of an asphalt trail from 53rd St. N to the play structure. The base of the trail would be constructed by staff with a contractor providing the bituminous.

FISCAL IMPACT:

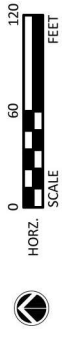
Fiscal impacts are outlined in the 2025-2034 Capital Improvement Plan (CIP). CIP items are funded through the Parks Dedication Fund while future Operations and Maintenance items are funded through the Public Works Budget. The current CIP has \$65,000 assigned to this playset.

ATTACHMENT:

- Kleis Park Map
- Kleis Playground Set

KLEIS PARK

6.94 acres
Jamaica Blvd N & 53rd St N



LEGEND

- Parking Area/Lot
- Park Signage
- Portable Toilet
- Informal Path
- Areas of Interest





STAFF REPORT

DATE: 12/16/2024

Motion

AGENDA ITEM: Parks Commission Representative

TO: Parks Commission

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director

REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

Every three years the City Council meets with department heads to set goals for the next three years. These goals follow recommendations made in the Comp Plan and Parks Master Plan but also address current issues and trends. This year a member from each of the city's commissions have been invited to attend and discuss future goals.

Staff is looking for one representative from the Parks Commission to attend a goal setting meeting on January 15th from 5-8pm.

Part of the responsibility of this representative is to discuss items completed in 2024 and progress with the last years workplan. Along with this discussion the representative is asked to discuss three challenges facing the Parks Commission.

ISSUE BEFORE COMMISSION:

Nominate and select one person among the current members to attend the January 15th meeting.

What are three challenges the commission faces over the next few years?

RECOMMENDATION:

Staff recommends the following motion:

“Motion to recommend “_____” as the Parks Representative for the Jan. 15th meeting to share park commission updates and the tree challenges identified as a group.”