



STAFF REPORT

DATE: 04/20/2025

MOTION

TO: Parks Commission

AGENDA ITEM: 2026-2035 Parks CIP

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director

REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

A Capital Improvement Program, or CIP, is a multi-year capital expenditure plan for a City's infrastructure (such as streets, parks and utility systems), equipment and public buildings. The CIP identifies the major projects needed and desired by the community, their potential costs and how they would be financed. A project or purchase identified and budgeted through the CIP does not commit the City to that project. The City Council must specifically authorize each one and the associated funding for the expenditure before any project may proceed. When the CIP is reviewed (ideally annually, in conjunction with the budgeting process) projects may go forward as planned, advance ahead of schedule, be removed entirely, or new projects may be added. These adjustments are dependent upon changes in circumstances and priorities.

The Minnesota Land Planning Act requires that the implementation plan portion of the Comprehensive Plan include a CIP for major infrastructure needs (transportation, wastewater, water supply, parks and open space) for a five-year time period. Cities often expand the scope of their CIPs to include other capital needs (major equipment replacements, for example) and sometimes look beyond the five-year time period, up to 20 years in the future for some projects. Such projects represent more of a "wish-list" that can be evaluated each time the plan is updated.

As a part of the Comprehensive Plan, the CIP has some legal standing. Minnesota Statutes Chapter 473.865 provides that "a local governmental unit shall not adopt any official control or fiscal device which is in conflict with its comprehensive plan." A fiscal device includes a budget or bond issue; so it is important that the plan and CIP be kept up to date and in synch with city budgets.

The primary benefit of a CIP is as a financial planning tool, to help the City plan for the impact of capital needs on future budgets and property taxes, and to help forecast the need for borrowing to undertake major projects. The information developed as part of the capital planning process can help document the need for various projects and help the City Council sort out competing priorities.

Lake Elmo's CIP includes all capital projects that cost at least \$25,000 and have a useful life span of five years or longer.

ISSUE BEFORE COMMISSION:

What park improvements would the Commission like recommend in the 2026-2035 CIP?

PROPOSAL DETAILS/ANALYSIS:

The following items carry over from the 2025-2034 CIP and address the next three years of CIP items:

Dedication Funds

1. Central Greenway Regional Trail **(\$300,000)**
2. Stonegate Park- Play equipment replacement 2027. (3) **(\$125,000)**
3. Carraige Station- Play equipment replacement 2028. (3) **(\$250,000)**
4. Ridge Park – Play equipment replacement 2026. (3) **(\$125,000)**
5. Klies Playground Replacement 2025. (3) **(\$65,000)**
6. Tablyn Park Play equipment replacement 2026 (3) **\$(95,000)**
7. Lions Park Concession Building updates 2027. (3) **(\$275,000)**
8. Lions Park Court Resurfacing 2026. (3) **(\$30,000)**
9. Lions Park – Play equipment replacement 2026 (3) **(\$250,000)**
10. Invasive Species Management (3) **(\$25,000)**
11. 5 New Park Pavilions – over 5 years (3) **(\$400,000)**

Staff recommends adjusting and adding the following to the 2024-2033 CIP:

1. Dog Park parking lot and trail paving (2) **(\$50,000)**
2. Limerick Village Area Park development (2) **\$400,000)**
3. Increase funds for Lions Park Concession Building updates (2) **\$300,000**
4. Remove outdoor fitness park PR-046
5. Ridge Park reconstruction (3) **\$325,000**

Other Items? If there are other items that the Parks Commission would like to recommend be added or removed in the 2026-2035 CIP they should be identified at this time. The Commission should also assign a priority to each project, both new and existing based upon the following framework:

1. Critical or urgent, high-priority projects that should be done if at all possible; a special effort should be made to find sufficient funding for all of the projects in this group.
2. Very important, high-priority projects that should be done as funding becomes available.
3. Important and worthwhile projects if funding is available; may be deferred to a subsequent year.
4. Less important, low-priority projects; desirable but not essential.
5. Future Consideration.

When determining a project, the Commission should keep in mind the requirements set out in the City Code.

Section 154.15 (F) Park Dedication Fund

(1) A cash contribution paid to the City shall be placed in a special fund. The money shall be used only for:

(a) The acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands or open space based on the approved park systems plan;

(b) Redevelopment or rehabilitation of existing park facilities or sites; or

(c) Debt service in connection with land previously acquired or improvements thereto previously constructed.

(2) No funds shall be used for ongoing operation or maintenance of existing parks recreational facilities or sites or City vehicles.

FINANCIAL IMPACT:

Expected funds in 2025

- Highpointe Crossing - \$119,000
- Prairie Skies – \$105,000
- Roers - \$380,000

TOTAL: \$ 604,000

Park Dedication Fund Balance as of May 1st 2025 \$3,093,418.78 *(This does not include “Expected Funds”)*

OPTIONS:

- 1.) Parks Commission can adjust, remove or identify additional projects to add to the 2026-2035 CIP.
- 2.) Recommend the CIP as proposed to City Council.

RECOMMENDATION:

“Motion to recommend the 2026-2035 Parks Capital Improvement Plan to City Council”

ATTACHMENTS:

- 2026-2035 Parks Capital Improvement Plan

2026 through 2035
Capital Improvement Plan
 Lake Elmo, MN
Projects By Funding Source Summary

Source	Project #	Priority	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Grants/Donation													
New or Refurbished Ballfields	PR-017	1	1,000,000										1,000,000
Grants/Donation Total			1,000,000	0	0	0	0	0	0	0	0	0	1,000,000
Park Dedication Fund (404)													
Carriage Station Park Play Equipment - Replacement	PR-036	1			250,000								250,000
Central Greenway Regional Trail	PR-069	1			520,000								520,000
Central Play Complex	PR-048	1				300,000							300,000
Court Resurfacing	PR-040	1	30,000										30,000
Court Resurfacing	PR-050	1					30,000						30,000
Disk Golf	PR-047	1				30,000							30,000
Elmo's Pup Park Parking Lot and Trail Paving		1	30,000										30,000
Hidden Knoll Park Play Equipment - Replacement	PR-034	1							125,000				125,000
Invasive Species Management	PR-054	1	25,000										25,000
Lions Park Concession Building Updates	PR-043	1		275,000									275,000
Lions Park Playground Equipment Replacement	PR-039	1	250,000										250,000
Multisport Complex Amenities	PR-053	1				1,000,000							1,000,000
New Park Pavilion	PR-058	1				80,000							80,000
New Park Pavilion	PR-055	1	80,000										80,000
New Park Pavilion	PR-056	1		80,000									80,000
New Park Pavilion	PR-057	1			80,000								80,000
New Park Pavilion	PR-059	1					80,000						80,000
Outdoor Fitness Equipment	PR-045	1				30,000							30,000
Outdoor Fitness Park	PR-046	1	30,000										30,000
Park Sign Replacement	PR-052	1					225,000						225,000

Source	Project #	Priority	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Reid Park Play Equipment - Replacement	PR-031	1								125,000			125,000
Ridge Park Play Equipment - Replacement	PR-032	1	125,000										125,000
Skate Park	PR-044	1				150,000							150,000
Stonegate Park Play Equipment - Replacement	PR-030	1		125,000									125,000
Tablyn Park Play Equipment - Replacement	PR-029	1	210,000										210,000
Tana Ridge Park Play Equipment - Replacement	PR-028	1					125,000						125,000
Trail Additions	PR-038	1	78,000										78,000
Trail Connection	PR-051	1				200,000							200,000
Park Dedication Fund (404) Total			858,000	480,000	850,000	1,790,000	460,000	0	125,000	125,000	0	0	4,688,000

Vehicle/Equip Trade-In

PR1 - Chevy 2500	PR-001	1				15,000							15,000
PR2 - Kubota SUV	PR-002	1			10,000								10,000
PR4 - John Deere Gator	PR-004	1			10,000								10,000
Vehicle/Equip Trade-In Total			0	0	20,000	15,000	0	0	0	0	0	0	35,000

Vehicle Replacement Fund

PR1 - Chevy 2500	PR-001	1				30,000							30,000
PR2 - Kubota SUV	PR-002	1			25,000								25,000
PR4 - John Deere Gator	PR-004	1			50,000								50,000
PR5 - Air Compressor	PR-005	1							25,000				25,000
PR6 - Skid Loader	PR-006	1	70,000										70,000
Vehicle Replacement Fund Total			70,000	0	75,000	30,000	0	0	25,000	0	0	0	200,000

GRAND TOTAL	1,928,000	480,000	945,000	1,835,000	460,000	0	150,000	125,000	0	0	5,923,000
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General Ledger
Summary Trial Balance



User: NKraemer@lakeelmo.gov
Printed: 04/16/2025 - 4:40PM
Period: 01 to 04, 2025
Include: (ALL)
Account From: 404-000-0000-10100
Account To: 404-000-0000-10100

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 404	Park Dedication					
ASSETS						
404-000-0000-10100	Cash	0.00	3,110,118.78	0.00	16,700.00	3,093,418.78
	ASSETS Totals:	0.00	3,110,118.78	0.00	16,700.00	3,093,418.78
	Fund 404 Totals:	0.00	3,110,118.78	0.00	16,700.00	3,093,418.78
	Report Totals:	0.00	3,110,118.78	0.00	16,700.00	3,093,418.78