



*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  
April 21, 2025  
6:30 p.m.**

### **AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
  - a) March 17, 2025
5. Public Comment
6. Clear Lake Concept Plan
7. Bob and Holly Kress Donation
8. 2026-2035 Parks CIP
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**  
**March 17, 2025**

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

**Absent:** Commissioner Elam

**Staff Present:** Assistant Public Works Director Swanepoel

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

**Approval of Agenda**

**Agenda approved by consensus; no discussion.**

**Approval of Minutes**

**The January 22, 2025 Parks Commission Minutes were approved as presented by consensus, no discussion.**

**The February 19, 2025 Parks Commission Minutes were approved by consensus with updates to note that Chair Hoelscher called the meeting to order and the first two motions were passed 5-0; no discussion.**

**Public Comments**

Susan Dunn, 11018 Upper 33<sup>rd</sup> St. N., commented on a map received from the Washington Conservation District denoting critical habitat in the area, pickleball courts and additional parking in Pebble Park. Ms. Dunn also noted that Daughters of the American Revolution will be planting a tree again this year for Arbor Day. Chair Hoelscher requested that Ms. Dunn's written comments be added as an official attachment to the meeting minutes.

**Inwood 8<sup>th</sup> Addition/Towns of Inwood Preliminary Plat and PUD**

Senior Planner Jensen presented the proposed plan from M/I Homes for development of roughly 19.3 acres into townhomes and apartments. Jensen noted that there are two city parks located less than one mile from the proposed development and it is not in the search area. The trail plan was also presented with staff recommendation to accept cash in lieu of parkland.

**Barrett motioned to recommend to the City Council approval of the Inwood 8th Addition/Towns of Inwood preliminary plat with the acceptance of cash in lieu of land based on the findings listed in the staff report. Kastler provided a second. Motion passed 5-0. Brief discussion held regarding using the cash for Ivywood Park improvements.**

**Park Use Policy**

Assistant Public Works Director Swanepoel reviewed the current park use policy and asked the Commission for input on potential updates to the policy. Commissioner Barrett presented information she gathered from neighboring communities regarding park use and fees charged. Commissioner Kastler proposed including a code of conduct for park users. Commissioner Esch expressed concern that the fees may discourage use of the parks and that groups who reserve park amenities use them as scheduled. Commissioner Kastler stated support for retaining fees for park

use versus refunding the deposits currently held and reserving some amenities for user who do not have a reservation. There was some support for increasing the lighting fees. Commissioners agreed that the policy should be updated. Assistant Director Swanepoel indicated he would gather input and bring the topic back to a future meeting for further discussion.

**Communications**

- a) Buckthorn removal at Sunfish Lake Park
- b) Dog park water turn on
- c) Spring park clean up
- d) Pickleball and volleyball net installation timing
- e) Park walk throughs
- f) Portable toilet delivery to parks

**Esch motioned to adjourn the meeting; Barrett provided a second. Motion passed 5-0.**

**Hoelscher adjourned the meeting at 7:28 PM**

Respectfully Submitted  
Julie Johnson, City Clerk



## STAFF REPORT

Parks Commission

DATE: April 21<sup>st</sup> 2025

**TO: Parks Commission**

**FROM: Sophia Jensen, Senior City Planner**

**AGENDA ITEM: Clear Lake Concept Plan – Twin Cities Land Development**

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### **CORE STRATEGIES:**

- |   |   |
|---|---|
| <input type="checkbox"/> Vibrant, inclusive, connected community      | <input type="checkbox"/> Efficient, reliable, innovative services |
| <input type="checkbox"/> Responsive, transparent, adaptive governance | <input type="checkbox"/> Balanced Finances now and future         |
| <input checked="" type="checkbox"/> Managed Growth                    | <input type="checkbox"/> Resilient Infrastructure                 |
- 

### **BACKGROUND:**

The City has received a request from TCLD Land Holdings LLC for review of an open space planned unit development (OP-PUD) concept plan application. The proposal is for 22 single-family homes on roughly 61.4 acres (12.7 acres are within Clear Lake). The property is currently used for agricultural activities and was the location for the proposed Birth and Haven center. The proposed project would require approval of a PUD and plat. No development rights are granted at this stage.

### **ISSUE BEFORE THE PARKS COMMISSION:**

The Parks Commission is being asked to review the concept to provide feedback on the proposal to meet the Park Land Dedication Requirements.

### **GENERAL INFORMATION:**

- *Property Owner:* Minnesota OBGYN PLLC
- *Applicant:* TCLD Land Holdings LLC (Twin Cities Land Development)
- *Parcels:* 02.029.21.33.0001, 02.029.21.34.0003, and 02.029.21.31.0001
- *Site Area:* 61.4 Gross Acres (12.7 within Clear Lake)
- *Land Use Guidance:* Rural Area Development (RAD)
- *Zoning:* Agriculture (A) with a Shoreland Overlay
- *Surrounding Land Use:*
  - *North* – Rural Residential (RR)
  - *South* – Clear Lake and Agricultural (A)
  - *West* - Keats Ave, Rural Residential (RR), Agricultural (A), and Residential Estate (RE)
  - *East* – Agricultural (A)

### **PARKS PROPOSAL DETAILS/ANALYSIS:**

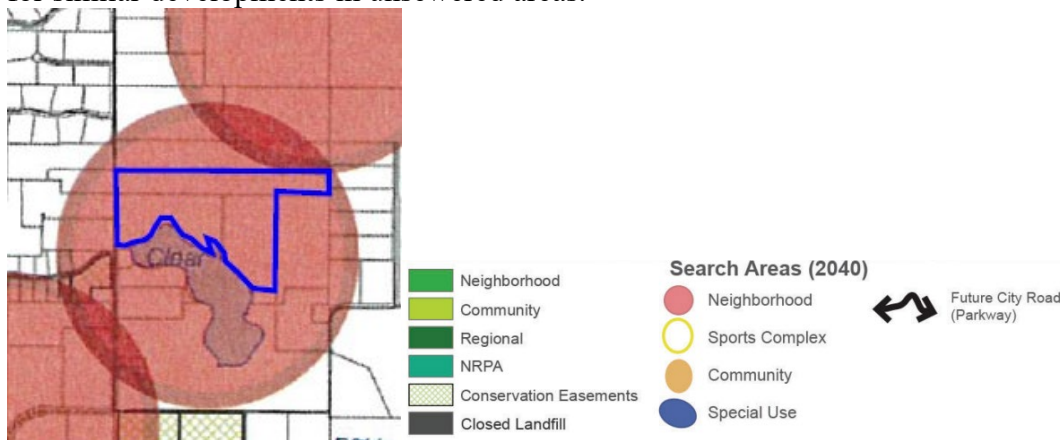
To satisfy park dedication requirements for land in a rural residential zoning district the City has three options:

- 1) Fee in Lieu of Land (an estimate using county records is ~\$62,965) the actual fee will be determined once the development moves into the final plat stage and will be based on actual market value, or
- 2) 5% of the land area (~3.07 acres), or
- 3) A combination of both.

Open Space Planned Unit Developments have specific open space and trail requirements that must be met for this type of development. Currently, the developer is proposing to meet or exceed the open space, buffer, and trail requirements within the proposed development.

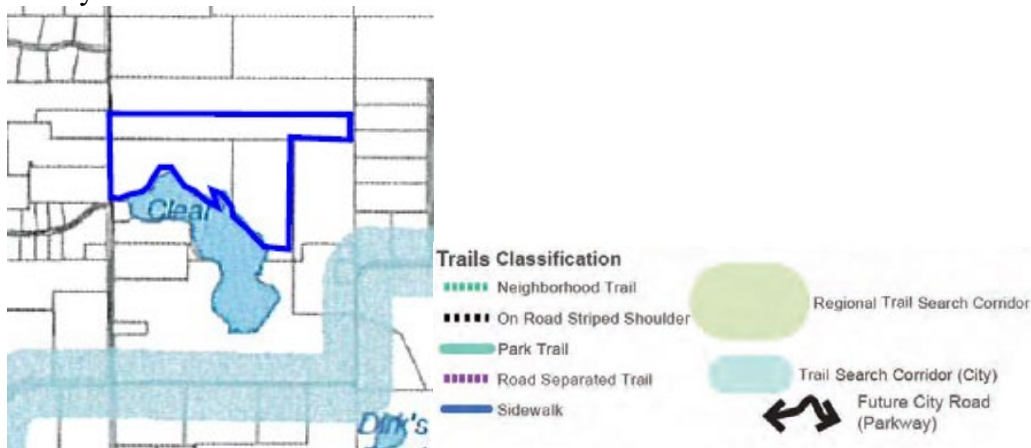
**Comprehensive Plan – Parks.** Chapter 6 Parks, Trails & Open Space has area and site-specific recommendations that should influence the recommendation of the Parks Commission. Findings:

1. The plan identifies the property is within a park search area.
2. The property is roughly one mile from one neighborhood park (Kleis Park)
3. The open space development will have larger lots and at least 50% open space for the residents to recreate within and view. Amenities such as trails or benches in the required open space could take advantage of the site's topography and natural features by creating passive recreation opportunities.
4. A park of this size would not add a significant benefit to the existing park system in relationship to the long-term maintenance costs. For this reasons, the City has not required parkland dedication for similar developments in unsewered areas.



**Comprehensive Plan - Trails.** Chapter 6 Parks, Trails & Open Space has area and site-specific recommendations that should influence the recommendation of the Parks Commission. Findings:

1. The plan identifies that the property is not within a search corridor.
2. With the prior Birth and Haven proposal, public comment indicated a lack of trail connectivity and safety on this section of roadway for pedestrians and bikers.
3. City Staff have determined a road separated trail along Keats Ave is needed to start building out a trail system in this area.



## OPTIONS:

The Commission may recommend to that:

- The City accept cash in lieu of land; or
- The City accept land in lieu of cash; or
- The City accept a combination of both.

**RECOMMENDATION:**

Staff recommends the following motion:

***“Move to recommend the acceptance of fee in lieu of land for the Clear Lake project with up to 25% park dedication credit for a trail along Keats Ave based on the findings listed in the staff report.”***

**ATTACHMENT:**

1. Application and Narrative
2. Site Plan Survey
3. Map 6-7. Search Areas for New Parks and Facilities (Comprehensive Plan)
4. Map 6-8. Future Trail Plan (Comprehensive Plan)

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Permit #: \_\_\_\_\_



651-747-3900  
3800 Laverne Avenue North  
Lake Elmo, MN 55042

## ***SUBDIVISION SKETCH PLAN APPLICATION***

Applicant: TCLD Land Holdings, LLC  
Address: 4800 Olson Memorial Highway, Suite 100, Golden Valley, MN 55422  
Phone #: 651-587-7983  
Email Address: ashley@tclanddev.com

Fee Owner: Minnesota Obgyn PLLC  
Address: 1826 River Ridge Road, Hudson, WI54016  
Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Engineer: Brian Krystofiak, Carlson Engineering  
Address: 3890 Heasant Ridge Drive NE, Suite 100, Blaine, MN 55449  
Phone #: 763-489-7905  
Email Address: bkrystofiak@carlson-engineering.com

Property Location (Address): 5193 Keats Avenue North  
Complete Legal Description: See Exhibit A

PID#: 0202921330001, 0202921340003, 0202921310001

Detailed Reason for Request: Zoning and sketch plan approval proposing 22 single-family lots on the Ashford parcel north of Clear Lake.

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning ordinance and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

Signature of applicant: Ashley D'Allesandro Date: 3/26/2025

Signature of fee owner: [Signature] Date: 3/31/25

**RECEIVED**  
**APR 01 2025**





To: City of Lake Elmo

From: Ben Schmidt and Ashley D'Alessandro, Twin Cities Land Development

Re: **Keats Avenue/Clear Lake Property Concept Plan**

Lake Elmo City Staff, Planning Commission and City Council, we are proud to present this concept plan proposing the development of the Ashford Farm located in the Northcentral portion of the city, just north of Clear Lake, into a thoughtfully designed residential community. This project aims to create an idyllic neighborhood that preserves and enhances the natural features of the Clear Lake area.

We look forward to reviewing our concept plan with you.

**The Property:**

The project area consists of approximately 61 gross acres located north of Clear Lake and east of Keats Avenue. The property is rolling with some areas of woodland both natural and planted on the property. Clear Lake is a natural environment lake.

**Comprehensive Plan:**

The property currently is guided Ag Preserve. Future applications will request a Comprehensive Plan amendment to Rural Single Family allowing for 0.1-2 units/acre.

**Zoning:**

The current zoning is Ag located within a Natural Environment Shoreland Overlay District for Clear Lake. Future applications will request a rezoning to Open Space PUD within the Shoreland Overlay. This proposed zoning will allow for 0.45 units/acre or a total of 22 lots.

The Open Space PUD bulk standards allow the lots to be a minimum of 100' wide and 16,000 sf in area if a communal septic system is used. This concept plan is proposing lots that are a minimum of 100' wide and 16,000 sf in area. Most of these lots exceed this area, many exceed this significantly.

**Infrastructure:**

There is an existing watermain located within Keats Avenue. Future applications will propose that this property connect into that line with an 8" watermain that will be stubbed to the east and to the north to offer future opportunities for looping. This water line will be designed with flush valves in lieu of looping at the present time. There is no sanitary sewer availability to this property in the foreseeable future. Future applications will propose a communal septic system. The details of this system are to be determined based on soil tests that will occur this spring.

**RECEIVED**  
APR 01 2025



**Open Space PUD:**

One of the requirements of the Open Space PUD is to provide 50% of the net project area in open space. This open space will include the 100' buffer from all adjacent property lines preserving the natural features of the area. The total required open space will be 24.5 acres as shown on the concept plan. This open space will be held in perpetuity by an HOA. Any undisturbed open space along Clear Lake will be left in its natural state which currently includes wooded slope and floodplain. The open space along the north will most likely contain the community septic system then seeded with native grasses and wildflowers. Other undisturbed open space on the north will be left in its natural state with any overseeding done as necessary.

This property is also located within a Shoreland Overlay District which comes with additional PUD requirements. These additional requirements include tier calculations, OHW setback and impervious maximums.

**Product:**

We are proposing 22 single-family lots. The homes will be built by Creative Homes Construction, LLC., who build homes that will meet the needs of today's home buyers. Examples of product elevations are included in the submittal package.

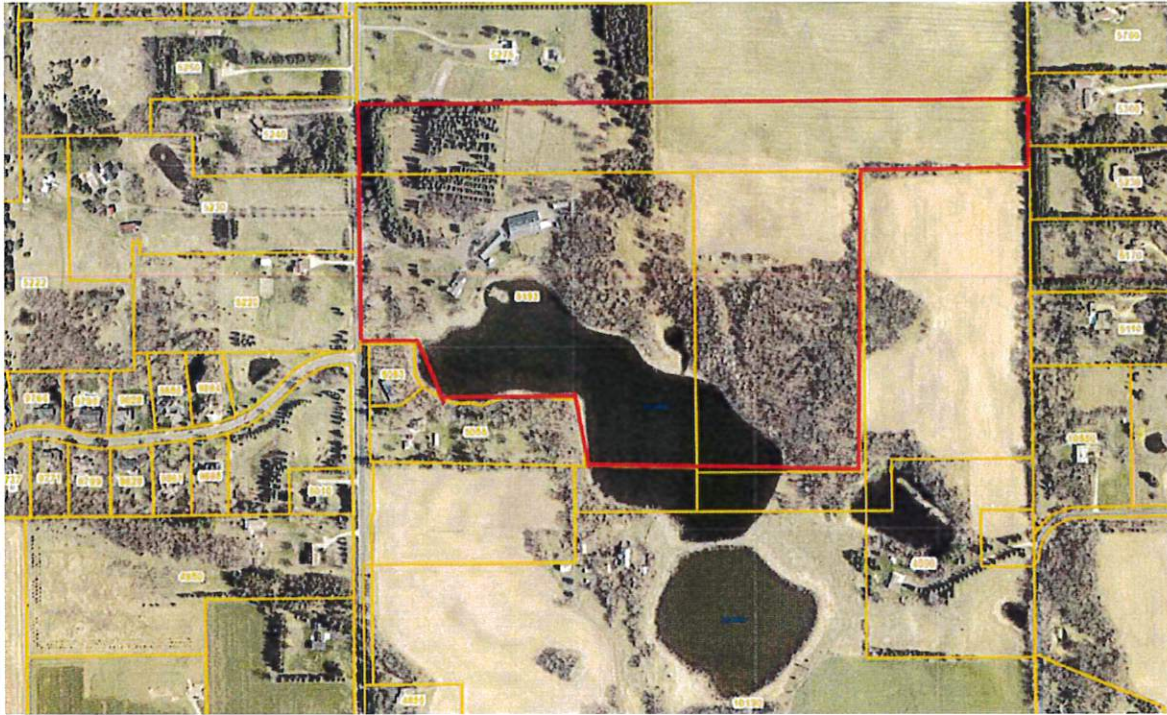
There will be a Master Homeowners Association (HOA) created for the single-family lots for this development. The designated HOA will maintain the community monument, mailboxes, mainline irrigation, and community septic. The HOA will oversee the community architectural and landscape guidelines designed to preserve the character of the community and ensure the use of quality materials like brick and stone.

**Conclusion:**

Our concept plan presents a balanced approach to growth by integrating residential needs with environmental balance and open space to create a residential neighborhood that will contribute positively to Lake Elmo. Thank you for taking the time to review our concept plan and give us feedback. We are excited about this new development, and we look forward to working closely with the City as we move through the entitlement process.

**RECEIVED**  
APR 01 2025

## Exhibit A



**PID 0202921330001**

5193 Keats Avenue North, Lake Elmo, MN

Section 02 Township 029 Range 021 THE SW  $\frac{1}{4}$  OF THE SW  $\frac{1}{4}$  EXCEPT THAT PORTION OF THE SOUTH HALF THEREOF LYING WEST OF CLEAR LAKE – SUBJECT TO ROAD EASEMENT. AND EXCEPT THAT PART THEREOF LYING SOUTH OF A LINE BEGINNING AT THE NORTHEAST CORNER OF THE SOUTH 200 FEET OF THE WEST 43 FEET OF SAID SW  $\frac{1}{4}$  OF THE SW  $\frac{1}{4}$ ; THENCE SOUTH 89 DEGREES 26 MINUTES 53 SECONDS EAST, A DISTANCE OF 1270.57 FEET, MORE OR LESS, TO ITS INTERSECTION WITH THE EAST LINE OF SAID SW  $\frac{1}{4}$  OF THE SW  $\frac{1}{4}$  AND SAID LINE THERE TERMINATING

**PID 0202921340003**

W1/2-SE1/4-SW1/4 EXCEPTING THEREFROM THE SOUTH 152 FEET OF SAID W1/2-SE1/4 SW1/4 AND EXCEPTING THEREFROM ALL THAT PART OF THE SAID W1/2 SE1/4-SW1/4 WHICH LIES EASTERLY OF THE FOLLOWING DESCRIBED LINE: COMMENCING AT THE NORTHEAST CORNER OF SAID SOUTH 152 FEET OF THE W1/2 SE1/4-SW1/4 THENCE WESTERLY ALONG THE NORTH LINE OF SAID SOUTH 152 FEET A DISTANCE OF 23.70 FEET TO THE POINT OF BEGINNING OF SAID LINE TO BE DESCRIBED THENCE NORTHERLY A DISTANCE OF 1164.06 FEET MORE OR LESS TO THE NORTHEAST CORNER OF SAID W1/2-SE1/4 SW1/4 AND SAID DESCRIBED LINE THERE TERMINATING - SUBJ TO METRO AG PRESERVE RESTRICTIVE COVENANTS SECTION 02 TOWNSHIP 029 RANGE 021

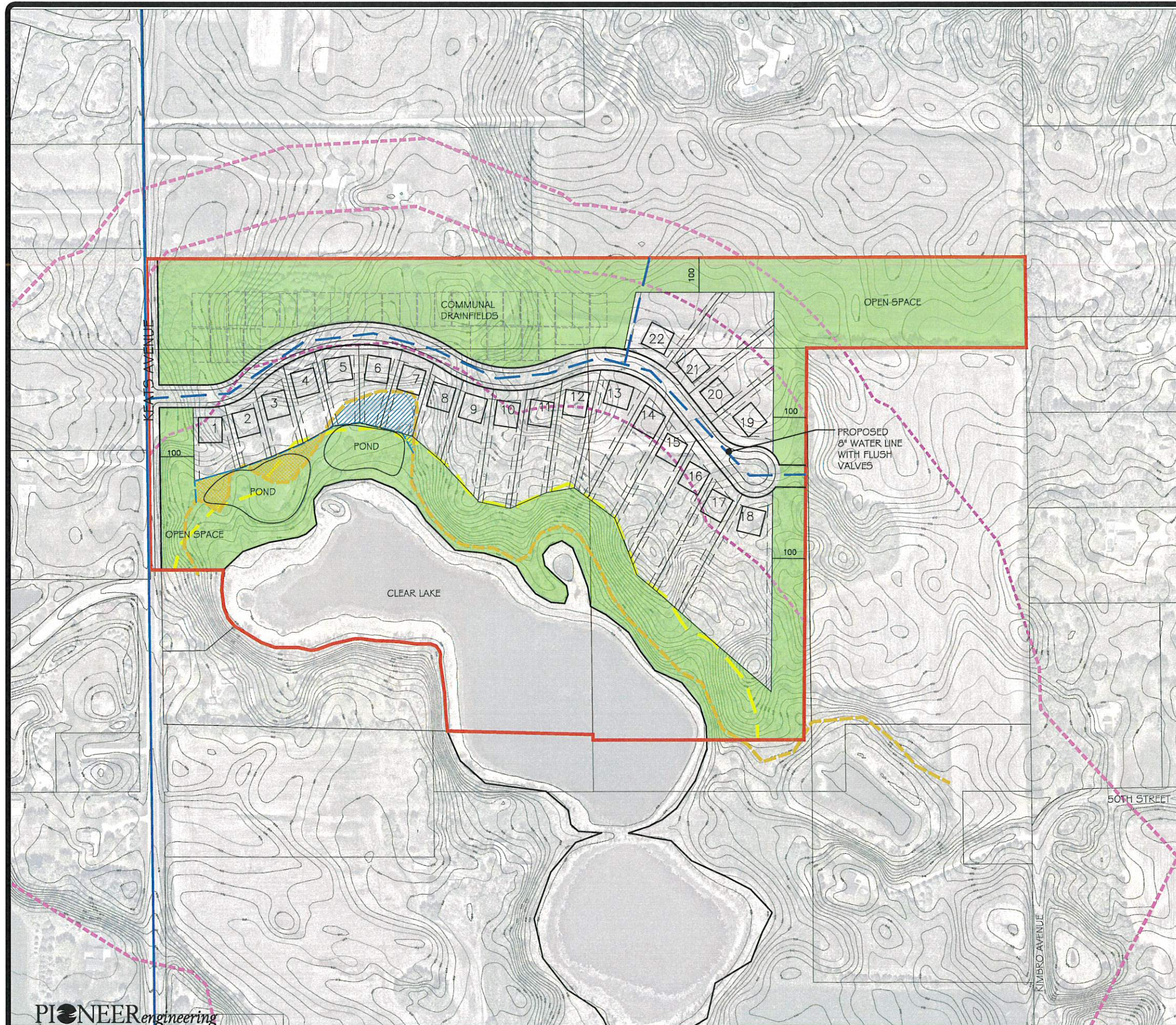
**PID 0202921310001**

S1/2-N1/2-SW1/4 EXC THE N 388.80FT SUBJECT TO ROAD EASEMENT & SUBJ TO METRO AG PRESERVE RESTRICTIVE COVENANTS  
Section 02 Township 029 Range 021

**RECEIVED**

**APR 01 2025**





SITE DATA:

GROSS AREA: ±61.4 ACRES  
CLEAR LAKE: ±12.7 ACRES  
NET DEVELOPABLE AREA: ±49 ACRES

2040 GUIDE PLAN: AG PRESERVE  
PROPOSED LAND USE: RURAL SINGLE FAMILY (0.1-2 UNITS/ACRE)  
ZONING: AG WITHIN SHORELAND OVERLAY FOR CLEAR LAKE (NE)  
PROPOSED ZONING: OPEN SPACE PUD WITHIN SHORELAND  
0.45 UNITS/ACRE (0.45X49=22 LOTS)

SHORELAND STANDARDS (NE):  
LOT AREA: 80,000 SF  
LOT WIDTH: 200'  
SETBACK FROM OHW: 150'  
IMPERVIOUS MAXIMUM: 15%

OPEN SPACE PUD STANDARDS:  
LOT AREA:  
1 ACRE WITH INDIVIDUAL SEPTIC SYSTEMS  
16,000 SF WITH COMMUNAL DRAINFIELDS  
LOT WIDTH: 100' WITH COMMUNAL DRAINFIELDS  
FRONT SETBACK: 30'  
SIDE SETBACK: 15' INTERIOR, 30' CORNER  
REAR YARD SETBACK: 20'  
OPEN SPACE: 50% OF NET (24.5 ACRES)  
100' BUFFER FROM ALL ADJACENT PROPERTY LINES  
DENSITY: 0.45 UNITS/ACRE

PROPOSED LOTS: 22  
NET DENSITY: 0.45 UNITS/ACRE  
PROPOSED OPEN SPACE: 24.5 ACRES

PROPOSED ROW (67' WIDE): 2,100 LF

DRAINFIELD (50X100)

SHORELAND PUD DATA:  
NON RIPARIAN LOT REQUIREMENT: 80,000 SF  
TIER 1 (400'): 769,255 SF  
9.6 LOTS X 1.2 = 11.5 LOTS  
TIER 2 (400'): 840,025 SF  
10.5 LOTS X 1.2 = 12.6 LOTS  
TIER 3 (200'): 103,273  
1.3 LOTS X 1.2 = 1.6 LOTS

- BOUNDARY
- SHORELAND OVERLAY (1,000' FROM OHW)
- FLOODPLAN (ESTIMATE)
- 150' SETBACK FROM OHW
- EXISTING WATER LINE
- PROPOSED WATER LINE

- FLOODPLAIN MITIGATION
- FLOODPLAIN FILL
- OPEN SPACE

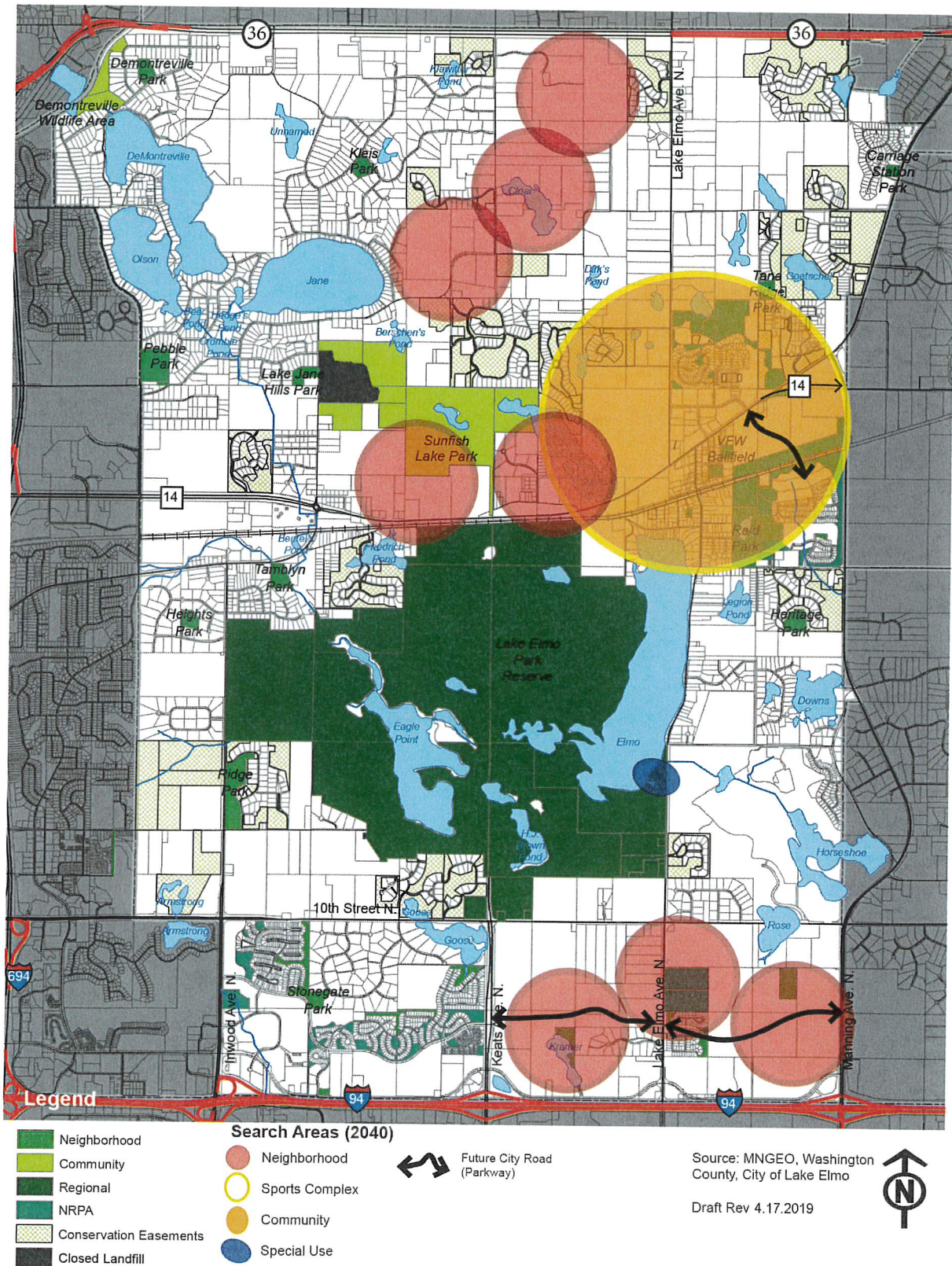
CONCEPT BASED ON AVAILABLE DATA  
NO ENGINEERING  
NO SURVEYING  
WETLANDS HAVE NOT BEEN DELINEATED  
CONCEPT SUBJECT TO CHANGE WITHOUT NOTICE

RECEIVED

APR 01 2025  
GRAPHIC SCALE IN FEET

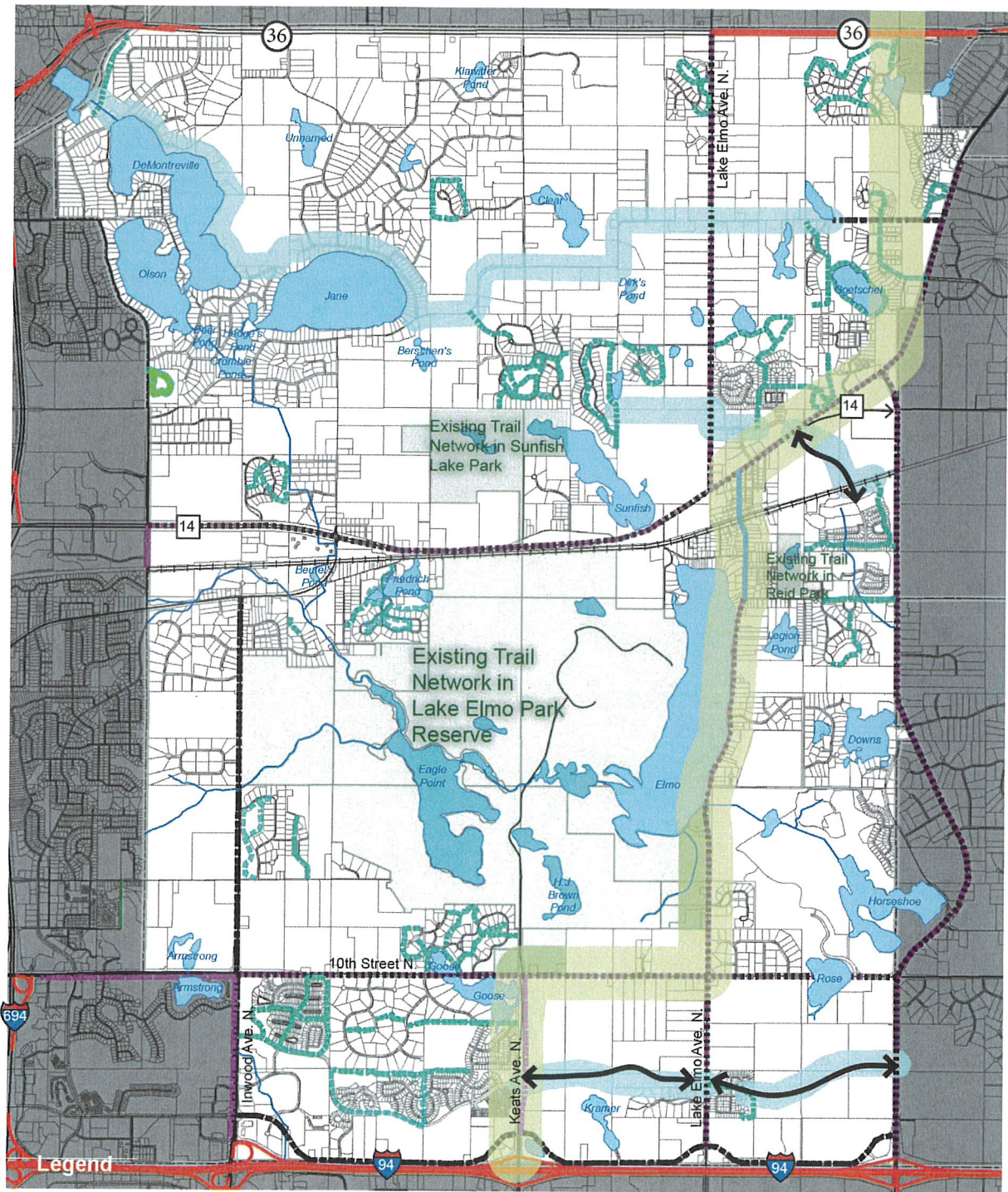


Map 6-7. Search Areas for New Parks and Facilities





Map 6-8. Future Trail Plan



#### Trails Classification

- Neighborhood Trail
- On Road Striped Shoulder
- Park Trail
- Road Separated Trail
- Sidewalk
- Regional Trail Search Corridor
- Trail Search Corridor (City)
- Future City Road (Parkway)

Source: MNGEO, Washington County, City of Lake Elmo

Draft 4.6.2018





## STAFF REPORT

DATE: 04/21/2025

### **Motion**

**TO:** Park Commission

**AGENDA ITEM:** Bob and Holly Kress Donation

**SUBMITTED BY:** Adam Swanepoel, Assistant Public Works Director

**REVIEWED BY:** Marty Powers, Public Works Director

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### **CORE STRATEGIES:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Vibrant, inclusive, connected community | <input type="checkbox"/> Efficient, reliable, innovative services |
| <input type="checkbox"/> Responsive, transparent, adaptive governance       | <input type="checkbox"/> Balanced Finances now and future         |
| <input type="checkbox"/> Managed Growth                                     | <input type="checkbox"/> Resilient Infrastructure                 |

### **BACKGROUND:**

The city has received a donation of \$1,650 from Bob and Holly Kress, to be used for community improvement within Sunfish Lake Park. The Kress's reached out to city staff requesting to place a park bench in Sunfish Lake Park near the lake.

### **ISSUE BEFORE PARKS COMMISSION:**

Should the Parks Commission accept the donation of \$1650 from Bob and Holly Kress?

### **PROPOSAL DETAILS/ANALYSIS:**

Bob and Holly wish to donate \$1650 to fund an upgraded park improvement in Sunfish Lake Park. It is requested the donation would help purchase a bench to be placed between markers #20 and #19

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 the purchase of a park bench.

Bob and Holly have requested to have a bench purchased with a plaque that reads, “Relax to the sights, sounds and smells of nature. Bob & Holly Kress”

**OPTIONS:**

- 1) Approve the donation from Bob and Holly Kress and recommend putting the donation towards the purchase of a bench to be placed in Sunfish Lake Park.
- 2) Do not accept the donation from the Bob and Holly Kress

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 Bob and Holly Kress to purchase a bench, placard and installation materials not to exceed \$1650 and to be placed in Sunfish Lake Park.”



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:

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Recommended:

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Department Head

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Date

Accepted:

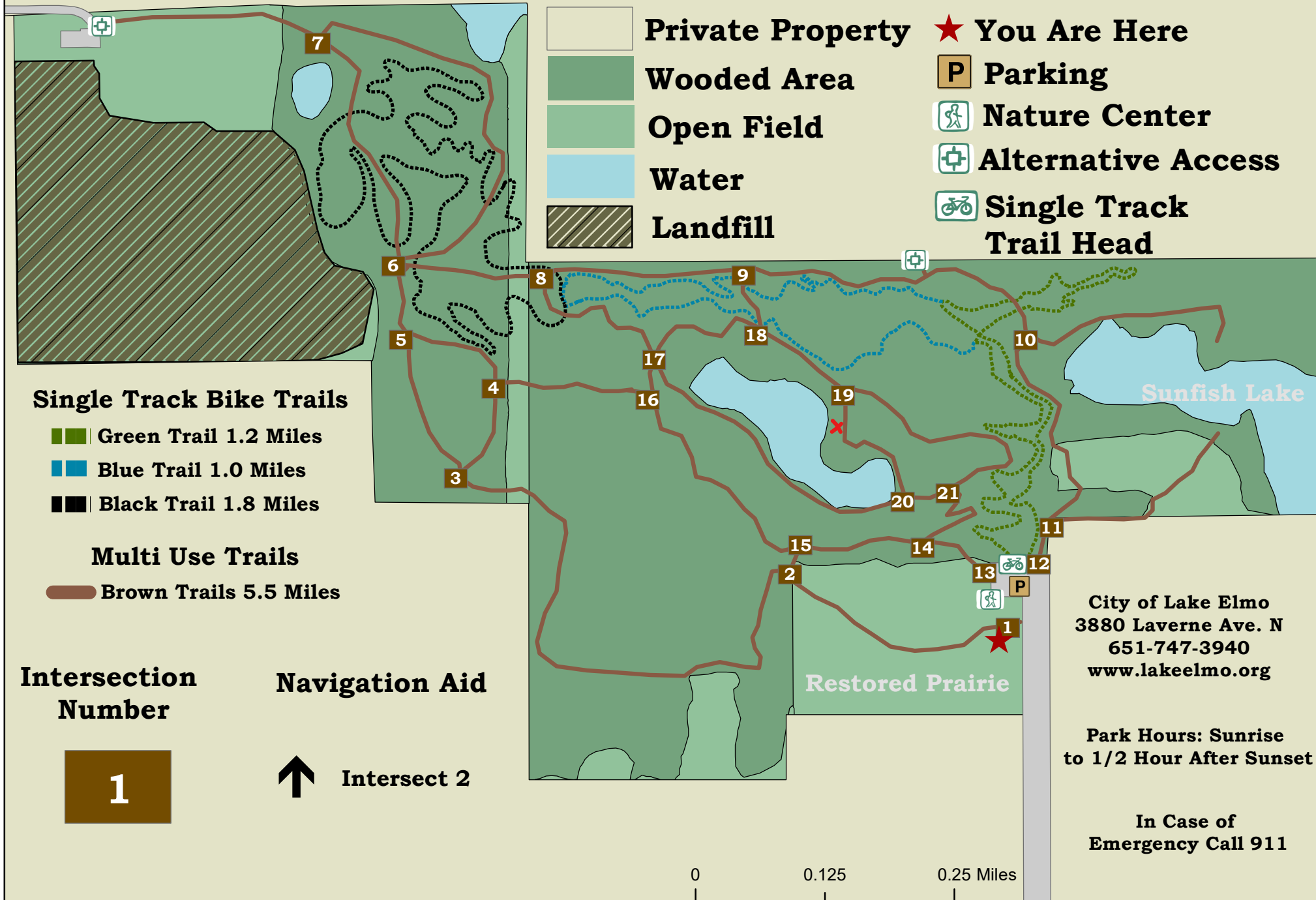
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City Administrator

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Date

# Sunfish Lake Park





## 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

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### **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

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TOTAL:                      \$ 604,000

**Park Dedication Fund Balance as of May 1<sup>st</sup> 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
<b>Grants/Donation</b>													
New or Refurbished Ballfields	PR-017	1	1,000,000										1,000,000
<b>Grants/Donation Total</b>			<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>
<b>Park Dedication Fund (404)</b>													
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

<b>GRAND TOTAL</b>	<b>1,928,000</b>	<b>480,000</b>	<b>945,000</b>	<b>1,835,000</b>	<b>460,000</b>	<b>0</b>	<b>150,000</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>5,923,000</b>
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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