



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

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Public Comment
5. Reid Park Parking Lot Improvements
6. Park Service Level and Staffing
7. Communications
 - Park Reservations
 - Park Review
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: 05/19/2025

Motion

TO: Parks Commission

FROM: Assistant Public Works Director – Adam Swanepoel

AGENDA ITEM: Ried Park Parking Lot Improvements

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 checked="" type="checkbox"/> Resilient Infrastructure |

BACKGROUND:

The 2025 Capital Improvement Plan for the parks includes the renovation and expansion of the Ried Park parking lot. With amenities in the park which include an updated ballfield, playground, biking and walking trails, staff have seen an increase in use of the park over the years. The parking lot pavement has exceeded its lifespan of use and has areas of extended patching and repairs.

Staff worked with the city engineer and Bolten and Menk to redevelop the parking area and adjacent trail. Additionally, staff proposed the removal of the basketball court and the eastward expansion of the parking lot to increase parking capacity.

ISSUE BEFORE THE PARKS COMMISSION:

Would the Parks Commission like to recommend to city council the expansion and replacement of the parking lot at Reid Park?

PROPOSAL DETAILS/ANALYSIS:

The city received four quotes for Reid Park Parking Lot Improvements, scheduled by Bolten and Menk. The total project cost was estimated to be \$227,120 which is consistent with the bids received for the project. The project included subgrade correction, sidewalk extension to 30th St., basketball court removal and expansion of the parking area.

The sidewalk would extend alongside the parking area with a concrete apron attaching to 30th St. The expansion of the parking area would expand to the east adding an additional 11 parking stalls.

FISCAL IMPACT:

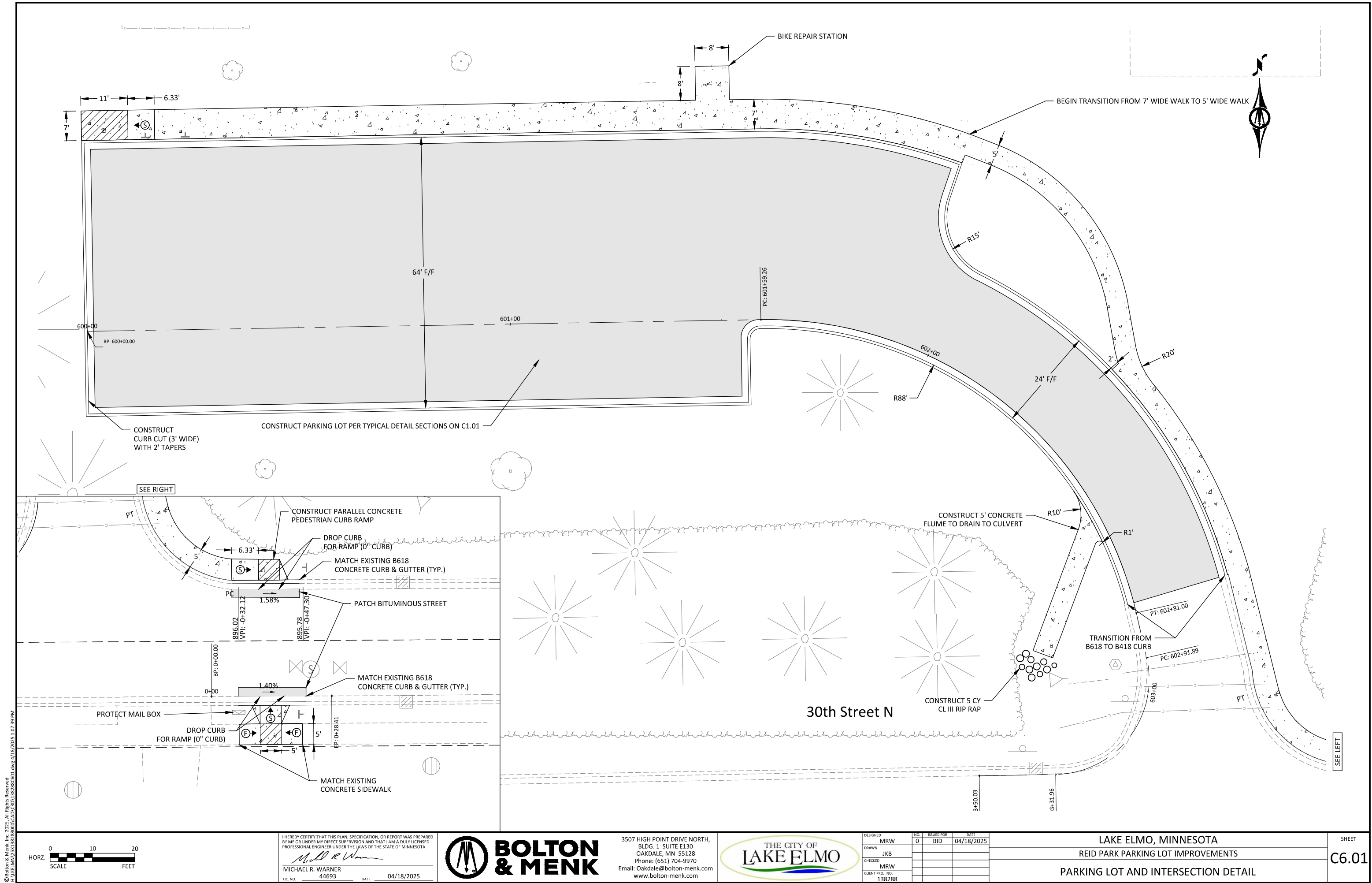
The parks capital improvement plan had \$227,000 allotted toward the Reid Parking lot expansion. With engineering and surveying expenses, costs are on track with the budgeted amount.

RECOMMENDATION:

“Motion to recommend to city council to approve the bid from Miller Excavating to reconstruct the parking lot and trail at Reid Park not to exceed \$227,120.”

ATTACHMENTS:

- Reid Park Parking Lot Design
- Bids



BID TABULATION

Reid Park Parking Lot Improvements

City of Lake Elmo, MN

City Project No. 138288

BMI Project No. 25X.138288

Bids Taken: May 6, 2025

Addendum(s): N/A

Time: 11:00 a.m.

BIDDERS		TOTAL BID
1	Miller Excavating Inc.	\$167,269.00
2	OMG Midwest, Inc. dba Minnesota Paving & Materials	\$171,000.00
3	Park Construction Company	\$174,910.83
4	Bituminous Roadways, Inc.	\$187,597.75

BOLTON & MENK, INC.



STAFF REPORT

DATE: 05/20/2025

Discussion

TO: PARKS COMMISSION

FROM: Assistant Public Works Director – Adam Swanepoel

REVIEWED BY: Public Works Director - Marty Powers

AGENDA ITEM: Parks Service Level and Staffing

CORE STRATEGIES:

- | | |
|--|---|
| <input type="checkbox"/> Vibrant, inclusive, connected community | <input type="checkbox"/> Efficient, reliable, innovative services |
| <input checked="" 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:

City staff is following up with the recommendations made by Bolton & Menk along with the Parks Commissions to add a full time Parks Director.

The parks master plan was completed in 2024 with the first priority being, add a Parks Director Position. As part of the 2025 work plan, the Parks Commission added it as an item to review and implement in 2025. This workplan was presented and reviewed with City Council at a joint workshop and the workplan was approved in February 2025.

ISSUE BEFORE PARKS COMMISSION:

What park related-service levels need more attention or are being missed that should be relayed to City Council for consideration in improving our park system?

PROPOSAL DETAILS/ANALYSIS:

An upcoming joint workshop between the Parks Commission and City Council is planned to discuss the service level expectations of our city parks. Each Park Commissioner is being asked to bring a list of six park-related shortfalls to the June meeting for discussion. The Commission would then select and prioritize 8-10 shortfall priorities to share with the council to determine if additional staffing needs should be considered to resolve them.

FISCAL IMPACT:

There is no financial obligation, commissions should take into consideration the annual cost of their items for budgeting purposes.