



## **MAYOR & COUNCIL COMMUNICATION**

DATE: 03/05/2013

**CONSENT**

ITEM #: 8

**MOTION**

**AGENDA ITEM:** Approval of Contract with ISGMN for \$28,800 for the Completion of the 2013 City of Lake Elmo Park Survey

**SUBMITTED BY:** Dean Zuleger, City Administrator

**THROUGH:** Mike Pearson, Mayor

**REVIEWED BY:** Dean Zuleger, City Administrator

---

**SUMMARY AND ACTION REQUESTED:** To ratify the Lake Elmo Park Commission's award of a \$28,800 contract to ISGMN for the purpose of conducting a comprehensive park survey. The Park Commission authorizes that the survey be funded via the Parkland Dedication Fund.

**BACKGROUND INFORMATION:** The City of Lake Elmo has 17 parks and open space areas within its jurisdictional boundaries, but no clear cut understanding on how these areas are utilized by residents or visitors to the community. In particular the Park Commission oversees one flagship park (Sunfish Lake), (5) full service parks, (2) heavily used ball diamond based parks, and ten neighborhood / open space areas throughout the community. In addition, the community is home to the popular Lake Elmo Park Reserve (Washington County) and the privately held Tartan Park recreational area. The Park Commission has in excess of \$900,000 of Parkland Dedication funds to expend on park improvements, capital purchases, and trail enhancements over the next five years. The Park Commission decided in the fall of 2012 to conduct a park survey to determine how taxpayers would like the lake Elmo Park system improved.

**STAFF REPORT:** At the request of the Park Commission, the City of Lake Elmo prepared an RFP for a Park Survey to be completed. After proposal review, the staff recommended that ISGMN (see attached proposal) seemed to be the most suitable firm to conduct the survey from both a qualitative and cost-effective need. The Park Commission voted unanimously to award the contract to ISGMN to conduct a statistically-significant, low margin of error phone survey of 500 Lake Elmo residents to determine how best to spend the \$900,000+ of Parkland Dedication funds. The cost of the survey will be \$28,800. The survey will be guided by a sub-committee of the Park Commission led by Chairman Shane Weis.

**RECOMMENDATION:**

Based on the action of the Park Commission, that Council is requested to take the following action:

**M/S/P            To approve the contract with ISGMN for \$28,800 for the Completion of the 2013 City of Lake Elmo Park Survey.**

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates