



## Staff Report

DATE:

ITEM #: 20

**MOTION**

**AGENDA ITEM:** Parks Commission 2017 Work Plan

**SUBMITTED BY:** Emily Becker, City Planner

**REVIEWED BY:** Kristina Handt, City Administrator  
Rob Weldon, Public Works Director  
Stephen Wensman, Planning Director  
Parks Commission

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### **BACKGROUND:**

Per 32.087 of the Lake Elmo City Code, the Parks Commission is to develop an annual work plan, including a list a projects, points of interaction on projects, programs, and goals for the year. Staff drafted the 2017 Parks Commission Plan of Work, and it was reviewed by the Parks Commission at its December 2016 meeting.

The Plan reaffirms the overall goals of the Parks Commission and outlines projects to be worked on throughout the year yet has the flexibility to respond to priorities as they emerge. The projects are broken down in to the following categories:

- **Reaffirmation of overall goals** – What are the overall goals the Parks Commission would like to accomplish?
- **Planning & Audit** – What does the Parks Commission wish to plan for in the coming year?
- **Development & Equipping** – What projects does the Parks Commission wish to carry out this year?
  - This would be limited to projects approved through CIP.
  - This gives opportunity to break down specific tasks associated with developing and equipping.
- **Maintenance & Refurbishing** – What maintenance and refurbishing (costs not to be associated with Parks funding) does the Parks Commission wish to be seen carried out?
- **Nature & Conservation** – What specific activities can the Parks Commission carry out this year to promote open space character and commitment to the environment via nature observation amenities and targeted conservation programs?
- **Park Awareness** – What can the Parks Commission do to promote utilization of City Parks?
- **Finance** – How, specifically, does the Parks Commission plan to spend and budget Parks and Recreation funds?
  - This will of course go hand-in-hand with planning and audit but this specifically should focus on next tasks to be carried out in terms of budget.

**Status.** The “Status” column helps the Commission and Staff gauge its progress at achieving some of its goals for the year.

**Timeline.** The Commission has suggested adding a timeline that will indicate which meetings during which the proposed projects will be discussed.

**ISSUE BEFORE COUNCIL:**

Review and provide comment regarding Parks Commissions 2017 Plan of Work as needed.

**OPTIONS:**

1. Approve the Parks Commission 2017 Strategic Plan of Work as presented.
2. Amend the Parks Commission 2017 Strategic Plan of Work and approve.

**FISCAL IMPACT:**

Not yet specified. Some projects may require an amendment to the Capital Improvement Program.

**RECOMMENDATION:**

Staff and the Parks Commission recommended the following motion:

***“Move to accept the 2017 Parks Commission Plan of Work.”***

**ATTACHMENTS:**

1. 2017 Parks Commission Strategic Plan of Work



## 2017 Parks Commission Strategic Plan of Work

The City of Lake Elmo Park Commission has affirmed their overall goals to be:

- 1) Ensure that our parks and trail system are constructed / maintained.
- 2) Provide recreational amenities that will attract more taxpayer use of public lands.
- 3) Create a safe environment in all our parks.
- 4) Serve as a review body to make sure the “open space” character development is preserved in new developments.

With the broader priorities defined, the 2017 Park Commission Strategic Plan of Work has been broken down into six segments: Planning & Audit; Park Development & Equipping; Maintenance & Refurbishing; Nature & Conservation; Park Awareness; and Finance.

Status and Timeline (projected months in which project will be brought to Parks Commission meeting) are also indicated in order to better manage goals and objectives.

| Planning and Audit                                                                |                                                                                                                                                                                                                                                                                                                                                         |                                                                       |                                  |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------|
| Assess future park needs.                                                         |                                                                                                                                                                                                                                                                                                                                                         |                                                                       |                                  |
| Project                                                                           | Specific Tasks                                                                                                                                                                                                                                                                                                                                          | Status                                                                | Timeline                         |
| Work with the County on updating the Central Greenway Trail Master Plan.          | <ul style="list-style-type: none"> <li>Recommend alternative routes for regional trail, as CSAH 17 in downtown Lake Elmo may no longer be best route, and County now has jurisdiction over Co. Hwy. 5.</li> </ul>                                                                                                                                       | Recognition from the County that it will work with City on this Plan. | Based on County's schedule       |
| Update City Trail Plan                                                            | <ul style="list-style-type: none"> <li>Work with staff on outlining missing trail connections in order to create a plan that can effectively communicate to developers planned trails within the City.</li> <li>Part of Comp Plan 2040 update.</li> </ul>                                                                                               | In Progress                                                           | Dependent on consultant timeline |
| Work on the Parks and Open Space component of the 2040 Comprehensive Plan update. | <ul style="list-style-type: none"> <li>Work with staff and consultant to gain public input on Parks and Open Space component of Comprehensive Plan.</li> <li>Consider recommendations from Staff and consultant based on community input sessions.</li> <li>Make recommendation to Council on specific changes needed to Comprehensive Plan.</li> </ul> | Not started                                                           | Dependent on consultant timeline |
| Sunfish Lake Park Plan approved by Council.                                       | <ul style="list-style-type: none"> <li>Staff to obtain MN Land Trust approval.</li> <li>Council to approve in early 2017</li> </ul>                                                                                                                                                                                                                     | In Progress                                                           | March                            |

| Development Review                                                                                                   | <ul style="list-style-type: none"> <li>Continue to make recommendations on development applications with a focus on proper equipping of parks and available park funding.</li> </ul>                                                            | Ongoing                                                                                                        | Ongoing                             |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 50 <sup>th</sup> St Trail                                                                                            | <ul style="list-style-type: none"> <li>Assess feasibility of expansion of 50<sup>th</sup> St Trail</li> </ul>                                                                                                                                   |                                                                                                                | April                               |
| Ridge Park                                                                                                           | <ul style="list-style-type: none"> <li>Evaluate need for gravel parking lot</li> </ul>                                                                                                                                                          |                                                                                                                | August                              |
| <b>Development &amp; Equipping</b>                                                                                   |                                                                                                                                                                                                                                                 |                                                                                                                |                                     |
| Begin work on approved projects (those in the Capital Improvement Plan or have received a form of funding approval). |                                                                                                                                                                                                                                                 |                                                                                                                |                                     |
| Project                                                                                                              | Specific Tasks                                                                                                                                                                                                                                  | Status                                                                                                         | Timeline                            |
| Lions Park Renovation                                                                                                | <ul style="list-style-type: none"> <li>Make recommendations on specific designs.</li> </ul>                                                                                                                                                     | Ideas presented and recommended at January Meeting – Architect to begin drafting plans based on recommendation | March                               |
| Savona Park                                                                                                          | <ul style="list-style-type: none"> <li>Receive recommendation from Savona residents on design.</li> <li>Include grading/tree removal in park budget.</li> <li>Review proposals to ensure \$150,000 recommended budget is maintained.</li> </ul> | Obtained recommendations from Savona residents                                                                 | February                            |
| Pebble Park Improvements                                                                                             | <ul style="list-style-type: none"> <li>Obtain quotes for approved improvements in 2017 (restrooms, lighting, and security features).</li> <li>Make recommendation on quotes.</li> </ul>                                                         | Staff to obtain quotes from vendors                                                                            | May                                 |
| Hammes Park                                                                                                          | <ul style="list-style-type: none"> <li>Review planned equipment/amenities planned for Hammes Park before installation</li> </ul>                                                                                                                | Amenities themselves approved per Development Agreement. Review design before installation                     | Dependent on developer's submittals |
| 50 <sup>th</sup> Street Trail                                                                                        | <ul style="list-style-type: none"> <li>Obtain quotes</li> </ul>                                                                                                                                                                                 |                                                                                                                | September                           |
| <b>Maintenance &amp; Refurbishing</b>                                                                                |                                                                                                                                                                                                                                                 |                                                                                                                |                                     |
| Maintain and upgrading park facilities in a manner that increases park use for a relevant experience.                |                                                                                                                                                                                                                                                 |                                                                                                                |                                     |
| New soccer and tennis nets, replace swing seats, add benches and garbage cans.                                       | <ul style="list-style-type: none"> <li>Funding approval (estimated \$1100)?</li> <li>Public works to carry out maintenance.</li> </ul>                                                                                                          | Recommended by Public Works                                                                                    | July                                |
| Move play equipment at Ridge Park to higher                                                                          | <ul style="list-style-type: none"> <li>Funding approval?</li> <li>Public works to carry out maintenance.</li> </ul>                                                                                                                             | Recommended by Public Works                                                                                    | July                                |

|                                                         |                                                                                                                                                                                                                                    |                             |         |
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| area that does not have standing water.                 |                                                                                                                                                                                                                                    |                             |         |
| Replace plastic edging at existing parks with concrete. | <ul style="list-style-type: none"> <li>• Funding approval?</li> <li>• Public works to carry out maintenance.</li> </ul>                                                                                                            | Recommended by Public Works | July    |
| Look at options to replace wood chips & remove thistle  | <ul style="list-style-type: none"> <li>• Staff to create plan for thistle removal.</li> <li>• Gain input on alternative options for woodchips.</li> <li>• Staff to carry out thistle removal and wood chip replacement.</li> </ul> |                             | July    |
| Develop a 5-Year Maintenance Plan of parks              | <ul style="list-style-type: none"> <li>• Create plan based on necessity</li> </ul>                                                                                                                                                 |                             | July    |
| Make recommendations on maintenance priorities.         |                                                                                                                                                                                                                                    | Ongoing                     | Ongoing |

## Nature & Conservation

**Mission Statement:** To promote the open space character and commitment to the environment via nature observation amenities and targeted conservation programs.

| Project                             | Specific Tasks                                                                                                                                                                                                                                        | Status                               | Timeline |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------|
| Sunfish Lake Forest Management Plan | <ul style="list-style-type: none"> <li>• Obtain approval from MN Land Trust.</li> <li>• Break down plan in to measurable goals</li> <li>• Implement plan.</li> </ul>                                                                                  | Obtained approval from MN Land Trust | June     |
| Sally Manzara Nature Center         | <ul style="list-style-type: none"> <li>• Review and make recommendation on Nature Center lease agreement and plans.</li> <li>• Explore opportunities to work with Friends of Lake Elmo on new programs and/or events in Sunfish Lake Park.</li> </ul> | In Progress                          | February |

## Park Awareness

**Mission Statement:** To promote the utilization of City Parks.

| Project                       | Specific Tasks                                                                                                                                                            | Status    | Timeline  |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Create a park awareness plan. | <ul style="list-style-type: none"> <li>• Special events, publications, website update, e-blasts</li> <li>• Public input sessions for Comprehensive Plan update</li> </ul> | As needed | As needed |

## Finance

**Mission Statement:** To effectively spend parkland dedication funds to meet the objectives of each year's Strategic Plan of Work while maintaining a minimum fund balance of \$100,000.

| Project                                                                        | Specific Tasks                                                                             | Status    | Timeline |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------|----------|
| Update Capital Improvement Plan if needed to accomplish goals outlined herein. | <ul style="list-style-type: none"> <li>• Reassess funding priorities as needed.</li> </ul> | As needed | May      |

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|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------|
| <b>Formal Policy on How Parkland Dedication Should Be Used</b> | <ul style="list-style-type: none"> <li>• Draft and make recommendation on a formal policy on:</li> <li>• How parkland dedication funds should be allocated for new developments.</li> <li>• Sizing of parks within developments.</li> <li>• \$500 per home for a neighborhood park has been used in the past.</li> </ul> |                                                   | <b>March</b> |
| <b>Tablyn Park CIP Amendment</b>                               | <ul style="list-style-type: none"> <li>• Add rest of Tablyn Park improvements to CIP</li> </ul>                                                                                                                                                                                                                          | <b>Not included on 2017-2021 draft to Council</b> | <b>May</b>   |
| <b>Demontreville Park Improvements</b>                         | <ul style="list-style-type: none"> <li>• Add Demontreville Park Improvements to CIP</li> </ul>                                                                                                                                                                                                                           | <b>Removed from 2017-2021 draft by Council</b>    | <b>May</b>   |
| <b>Sunfish Lake Park Improvements</b>                          | <ul style="list-style-type: none"> <li>• Add Sunfish Lake Park Improvements to CIP</li> </ul>                                                                                                                                                                                                                            | <b>Removed from 2017-2021 draft by Council</b>    | <b>May</b>   |