

# MINUTES

## City of Lake Elmo Park Commission Monday, December 3<sup>rd</sup> 2012

**Members Present:** Chairperson Hartley, Sullivan, Blackford, DeLapp, Weis  
**Members Absent:** Zeno (Excused), Hietpas (Excused) Ames(Excused)  
**Others Present:** Administrator Zuleger, SPW Bouthilet PMO Bodlovick

The meeting was called to order by Chairperson Hartley at 7:03 PM.

**A. M/S/P: DeLapp, Blackford: To approve the agenda as posted.**

### **B. Presentations**

**1. St. Croix Soccer Club:** Tabled ( no representative present)

**C. M/S/P: Blackford / DeLapp: To approve the minutes of 10-15-2012 as amended.**

### **D. Park Maintainer Hiring Status**

Mike Bodlovick was introduced to the Commission as the new full time employee with an emphasis and mandate to focus on park maintenance and improvements.

#### **1. Key Maintenance Issues/Tablyn Park**

It was reported to Commissioner DeLapp that a pool was being drained and the hose was across the trail. It was also noted that branches were encroaching the trail. SPW Bouthilet reported the hose has been removed and the trail was trimmed back to the seven foot clearance standard. Bouthilet also felt that the immediate maintenance issues at Tablyn were the play set borders and a schedule for a trail overlay. Chairperson Hartley expressed the importance of getting the survey completed to address the needs or changes at Tablyn including:

- Converting a tennis court to a basketball court. (due to low tennis use)
- Adding benches.
- Replacement of steps and handrails.
- Play set/border maintenance.
- Ball field restoration.
- More picnic tables in the lower area.

PWS Bouthilet reported that if the desire is to convert a tennis court into a basketball court, Tablyn is probably not the most appropriate site. The park already has an issue with graffiti and vandalism which has been associated with non-resident use. It is his belief that a basketball court has the potential to compound the problem.

Commissioners Weis and Blackford reported visiting Tablyn and noted the tennis courts were being utilized.

### **E. Lake Elmo Park Security**

#### **1. Sunfish Lake Park Access Concerns**

Administrator Zuleger reported a request from the Washington County Sherriff to establish access control at main entrance to Sunfish Lake Park. Incidences precipitating this request include:

- "Craig's list murder" vehicle abandoned in lot.
- Drinking, fireworks and other illegal activities in vehicles.
- Recent suicide.

Administrator Zuleger conveyed his conversation with Sherriff Hutton where it was explained that due to limited duty officers available, the deputies may not have a chance to patrol as often as needed. The staff has no recommendation at this time, but will be working on possible options.

Commissioner Weiss questioned the possibility of installing an electric gate. Administrator Zuleger said that it will be part of our evaluation. Commissioners Hartley and Blackford supported an electric gate option to alleviate the need of tasking personnel for the duty. Commissioner DeLapp proposed, if an electric gate was installed, the driveways should be reconfigured into a single entrance.

A brief discussion ensued about possible signage included with any gating. The consensus was any signs should only include park hours and times the gates are opened or closed. Chairperson Hartley reported some unauthorized activities at the Tapestry trail into the park. Commissioner DeLapp reported there is an unauthorized access from the Park Meadows development on to the driveways to the park.

Bouthilet relayed that the access had been closed, but re-opened by new residents. Securing the fencing along the park borders will be addressed.

**M/S/P: DeLapp/Sullivan: Staff to research and present to Commission options for access control at Sunfish Lake Park 5-0**

#### **F. Park Survey RFP Progress**

Zuleger reported that two firms have responded to the RFP. One is a Bloomington (info attached) company with park survey experience and can also work within the scope of our \$5,000 budget. The other firm is a focus group from Minneapolis with limited park experience. The RFP closing date is the 15<sup>th</sup> of Dec. and the interest is low because most firms believe this should be a \$12,000-\$15,000 project. Both firms have asked for 10 sample questions to better understand our goals. Zuleger has contacted the National Recreation and Parks Association requesting sample questions that could be modified to our park names and to meet our specific needs. Currently there has been no response from St. Thomas University and the project is believed to be too small for the University of Minnesota. There is the possibility that the Carlson marketing research class may be interested, but we are waiting for feedback. Zuleger did report that the firms have our mission statement, understand our open space value, and the lack of City sponsored organized recreation and programming. Chairperson Hartley stated it should be assured the Park Survey Progress is on the January Parks Commission agenda.

#### **G. Administrator's Report**

##### **1. 2013 City of Lake Elmo Plan of Work**

Administrator Zuleger presented the Council approved 2013 work plan. He noted items relevant to the Parks Commission as follows:

- Complete the Park Use/Needs Survey.
- Full implementation of the Parks Maintainer.
- Draft a 2014-2019 Parks Capital Improvement Plan. (based off the survey)
- Begin the grant process for phase I of the trail plan implantation.

These are the main goals Zuleger identified from previous meeting discussion. Performance metrics are being established for each goal to measure/evaluate the progress and status of the work plan under the "lean approach" discipline.

##### **A. Legacy Grants**

Zuleger reported that with the grant process for trail implementation there is a funding mechanism known as Legacy Grant. Washington County, through the Met Council, can apply for property acquisition funds for right of way and trails. Jennifer Pelteir, a previous Planning Commission Member, is now a member of the Washington County Parks Commission brought these to his attention. Zuleger had previous knowledge of the grants, but felt that we were approaching an opportune time to apply for

phase I funding. Commissioner DeLapp noted the Mayor Johnston was chair of the Met Council Parks and Open Space Committee. Zuleger said the Met Council POSC reviews the grants approves approximately 27 million dollars a year. Washington County has expressed a linkage from the Stillwater H.S to the Lake Elmo Park Reserve. The City's Trail Plan has a similar link. Zuleger expressed the advantage of the good past experiences with Jennifer Peltier has beneficial implications. He also noted City Planner Kyle Klatt is working with Jane Harper on how to best submit the grant.

#### B. Lennar I-94 Concept Plan / Park & Green Space Review

Administrator Zuleger presented a concept plan from the Lennar Corporation to develop the land on the I-94 corridor from the Eagle Point Business Park to Keats Ave. Kyle Klatt and the Planning Department believe the Parks Commission role to review the green space and trails. Zuleger was questioned and answered details about the overall scope of the project, but cautioned that this is "concept plan" and details/scope are subject to change. Zuleger pointed out that the 100 foot buffer is expected to be included in the park dedication. Park dedication in land or cash value is expected to be in the 7-10 % range, but still needs calculations based on the final design. He also pointed out how Lennar used the natural topography to address storm water and green space. Commissioner Blackford asked the Administrator to identify the parks and green space, which he did, but noted again that this is a concept plan subject to change. A brief discussion ensued about the trails, parkway and boulevard trees. Zuleger explained that this is just one of three major builders proposing developments in the City. Chairperson Hartley asked what will be the process and expectations of the Parks Commission. Zuleger said that this concept plan must go to Planning Commission, and the adjoining Stonegate neighborhood for review. The plan will then be formally presented to the Parks Commission by the Planning Department. It is the staff's intention to update and request reviews from the Commissions throughout the design phase. Zuleger noted that there have been gaps in the review process in the past, but he would like to use this new development review process to establish a standard for the future. Commissioner Weis asked if Lennar was involved in establishing parks or equipment. Zuleger said they have covered a broad spectrum of adding amenities from trails and ball fields to a complete recreation center. Chairperson Hartley stated she welcomes and is looking forward to the planning department presentation and establishing the Parks Commissions role for the future.

#### 2. Review Amended Park Use Policy

Administrator Zuleger presented the revised Park Use Policy for review. General discussion ensued about clarification on reservations 10 days prior was established at 10 days or more. January 15<sup>th</sup> was established as the date to start accepting reservations.

#### **M/S/P: DeLapp/Sullivan To approve the Park Use Policy as amended. 5-0**

Zuleger asked if our procedures and responses to the Commission were meeting expectations. The consensus was the staff has been accommodating and dutiful. Zuleger pointed out that we expect to provide a higher level of service with Mike Bodlovick addressing park maintenance, and Alyssa MacLeod becoming more involved in meetings, planning and public information distribution.

#### H. Future Meeting Date

##### 1. Future Agenda Items

Commissioner Weis inquired about access to the Lake Elmo Park Reserve off of Inwood Ave. Zuleger explained that it is a County issue, but the City has asked for a formal plan to be presented in the spring of 2013.

Grooming the ski trails at Sunfish Lake was discussed. PWS Bouthilet noted that due to a lack of snow, no grooming was done in the 2011-12 season. Commissioner DeLapp reported that even when the grooming takes place not all trails get done. Bouthilet explained that due to looping some trails are able to be groomed each time, but others have to be rotated to avoid double tracking which can cause unsafe and less desirable conditions. (i.e. excessive ice or vegetation.) Zuleger noted Jim Leonard

from Fury Motors purchased a Zamboni and is loaning it, free of charge, to the City. Status of use will be reported in January.

**Chairperson Hartley declared the meeting adjourned at 8:22 PM**

Respectfully Submitted,

Michael Bouthilet, Recording Secretary

DRAFT