



City of Lake Elmo

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NOTICE OF MEETING

The City of Lake Elmo

Parks Commission will conduct its regular meeting on

Monday, March 17, 2008, at 7:00 p.m.

AGENDA

1. Agenda
2. Minutes
 - a. January 23, 2008
 - b. February 20, 2008
3. Minnesota Land Trust representative, Sarah Strommen, to present first steps in Sunfish Lake Park easement
4. Review 2008 Work Plan
5. Follow up to Development of a Comprehensive Signage System
6. Lowes Partnership Program
7. Buckthorn Initiative
8. Informational Items
 - a. Park Partners Reports
9. Adjourn

The public is invited to attend.

Park Commission
Date: 3/17/08
REGULAR
Item: 3

ITEM: Minnesota Land Trust representative to present first steps in Sunfish Lake
Park easement

SUBMITTED BY: Carol Kriegler, Project Assistant

SUMMARY:

Sarah Strommen of the Minnesota Land Trust will present the first steps in the Sunfish Lake Park easement and a draft of the proposed rights and restrictions.

RECOMMENDATION:

The Commission may want to discuss the draft of the proposed rights and restrictions and take action to provide comments and feedback.

Park Commission
Date: 3/17/08
REGULAR
Item: 4

ITEM: Review of 2008 Work Plan

SUBMITTED BY: Kellie Matzek, Planner

SUMMARY:

The intent of the discussion at the February park commission meeting was to have a discussion on items that the commission wanted to see included in the 2008 work plan and a corresponding priority level.

The attached list reflects the revisions made by the commission at the February meeting. The only change made by staff is the inclusion of a revision to the Trail Guide Plan (and priority level). This item was brought up after the work plan had been voted upon.

The park commission will meet with the city council at a date yet to be determined to have a discussion about the proposed 2008 work plan.

Park Commission Action Requested:

If the commission feels comfortable recommending approval of the revised work plan, a motion may be made.

ITEM: Heights Neighborhood Park Planning Meeting

SUBMITTED BY: Carol Kriegler, Project Assistant

SUMMARY:

A neighborhood park planning meeting is scheduled to take place on Wednesday, May 7 for the residents of Heights Park. The physical layout of this park is unique in that it's considered a "flag lot". The park has minimal road frontage and is surrounded by homes. This layout creates a particular challenge in balancing **neighborhood / public park access** verses **adjacent home owner's privacy and protection**.

In August 2005 and December of 2006, the Parks Commission received park improvement surveys that were conducted by members of the neighborhood. The results of the surveys were somewhat conflicting and may reflect the need to balance the need for neighborhood park access with homeowner privacy and protection. Summaries of the two surveys are attached for review.

In addition, staff will provide a history of the neighborhood development, and the history of plans for improvement.

ACTION REQUESTED:

None. The Park Commission is being briefed on the history of Heights Park in preparation for a neighborhood park planning meeting scheduled for Wednesday, May 7.

ITEM: Lowes Partnership Program

SUBMITTED BY: Carol Kriegler, Project Assistant

REVIEWED BY: Mike Bouthilet, Public Works Superintendent

SUMMARY:

A marketing representative for Lowes contacted staff about the opportunity to obtain an in-kind grant in the amount of \$7,000 to \$10,000 for a city park improvement of some kind. Correspondence with the representative was limited to phone conversations and staff was asked to propose a project in very quick order. Given the nature of the types of materials being offered, and the fact that the city currently does not have any picnic shelters, staff proposed a picnic shelter project. Other projects considered were a roofing project and baseball backstop though staff felt that the shelter project might be viewed most favorably by Lowes. Attached is a follow-up memo outlining the proposed project. Note that the proposed design elements were provided in an effort to communicate the desire for a shelter with considerable style to be constructed with high quality materials. We assume that there will be considerable flexibility in designing the shelter in the event that the city actually receives the grant.

Given the possibility that the city will be successful in securing this gift, it is suggested that the commission begin exploring what process or criteria might be employed to determine a potential location for the shelter. It is suggested that the commission might consider the following types of criteria in determining a potential location:

- Availability of parking
- Current level of park use
- Presence or lack of natural shade
- How existing amenities might compliment a picnic shelter.

The Commission will first want to consider whether they support the nature of the proposed project, or if they would prefer pursuing a project of an altogether different nature. It is not known how much flexibility Lowes might allow in changing the direction of the project at this date. In the event that the Commission supports the project as proposed, they might want to consider onsite visits in selecting a potential location for the shelter and could possibly incorporate the location selection process in scheduled spring park visits.

RECOMMENDATION:

The Park Commission is being asked to consider whether they support the project as proposed, establish a process for selecting a location for the proposed project in the event it is supported, and move towards selecting a location to recommend to the City Council in the event the grant is secured.

Park Commission
Date: 3/18/08
REGULAR
Item: 7

ITEM: Buckthorn Initiative

SUBMITTED BY: Carol Kriegler, Project Assistant

REVIEWED BY: Mike Bouthilet, Public Works Superintendent
Kathy Widen, City Forester

SUMMARY:

Carol Kriegler and Kathy Widen, the City's Forester have established an outline for moving forward in developing a buckthorn initiative for Sunfish Lake Park and Pebble Park. Attached is correspondence recapping our discussions for moving forward.

RECOMMENDATION:

The Commission might want to consider scheduling a buckthorn removal event this fall for Pebble Park.