



## **City of Lake Elmo**

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Lake Elmo, Minnesota 55042

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### **NOTICE OF MEETING**

The City of Lake Elmo

Parks Commission will conduct its regular meeting on

**Monday, May 19, 2008, at 7:00 p.m.**

### **AGENDA**

1. Agenda
2. Minutes
  - a. April 21, 2008 (Minutes to follow)
3. Sunfish Lake Water Quality Improvement Project
4. Sunfish Lake Park Land Trust Update
5. Provide comments to the city council on the possible locations for lift station in Reid Park for the I-94 to 30<sup>th</sup> Street Infrastructure Project.
6. 2008 Park and Trail Improvement Implementation Plan
  - Update on Stonegate trail improvement cost.
  - Public bidding process
  - 2008 Project priorities and implementation schedule
7. Heights Park Neighborhood Meeting Follow-up and Improvement Plan Process
8. Lowes Partnership Program Update
9. Information Items
  - a. Park Partners Reports
10. Adjourn

The public is invited to attend.

ITEM: Presentation on a proposed water quality improvement project at Sunfish Lake.

SUBMITTED BY: John Hanson, Valley Branch Watershed District

REVIEWED BY: Susan Hoyt, City Administrator  
City Council

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**SUMMARY:** John Hanson from the Valley Branch Watershed District will give a presentation on a proposed water quality improvement project at Sunfish Lake. The proposed project involves adding alum to the lake and seeding it with zooplankton. The alum would be sprayed on the lake's surface and sink to the bottom of the lake, where it will react with the phosphorus in the lake's sediment. This reaction will prevent the phosphorus from causing so much algae growth, which will improve the water clarity. Adding alum to a lake is a safe and proven lake-improvement technology.

ITEM: Sunfish Lake Park Land Trust Update

SUBMITTED BY: Sarah Strommen, Conservation Director, Central Region, Minnesota  
Land Trust

REVIEWED BY: Carol Kriegler, Project Assistant

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**SUMMARY:** Sarah Strommen, Conservation Director for the Minnesota Land Trust presented a "Proposed Rights and Restrictions for a Conservation Easement" document at the May Park Commission meeting. Members expressed general agreement with the document while requesting a few mostly minor changes and revisions.

Sarah has recently provided a revised draft of the document, dated 5/12/08, reflecting the desired changes. Changes are indicated by bold italicized type.

Since the March meeting, Sarah has prepared the Minnesota Land Trust project summary, which she expects will be presented to the Land Trust's Conservation Committee and Board of Directors in July for approval. This is consistent with the project timeline.

**REQUESTED ACTION:** Review and comment on the revised draft document.

**ATTACHMENTS:**

1. "Proposed Rights and Restrictions For a Conservation Easement" Draft dated 5/12/08
2. Draft Process and Timeline

**Minnesota Land Trust**  
Proposed Rights and Restrictions  
For a Conservation Easement

Sunfish Lake Park  
City of Lake Elmo

Land Use Restrictions & Rights	Detail
Industrial or commercial use	Prohibited.
Agricultural use	Current agricultural use of Area Two allowed to continue until restoration occurs.
Residential use and development	Prohibited.
Structures and improvements	Prohibited except for: <ol style="list-style-type: none"> <li>1) Minor rustic structures such as tents, trail barriers, benches, picnic tables, boardwalks, observation platforms, birdhouses, and information kiosks.</li> <li>2) Skating rink, picnic area, and warming house/interpretive center in Area Two</li> </ol>
Utilities	Utilities are allowed to serve those activities permitted by the easement but otherwise limited.
Division of the property	Prohibited.
Development Rights	Transfer of development rights to another property is prohibited.
Rights of way	Access across the property to develop adjacent land is prohibited.
Mining	Prohibited.
Signs	Small, unlighted signs for informational or interpretive purposes is allowed. A sign designating the name of the park also is allowed.
Roads and trails	The access road and parking area are allowed. Roads are otherwise prohibited. Unpaved paths or foot trails, including footbridges and boardwalks are allowed. <b><i>A paved trail will be allowed in Area 2.</i></b>
Surface alteration	Alteration of the natural topography or surface of the land

**Minnesota Land Trust**  
Proposed Rights and Restrictions  
For a Conservation Easement

	is limited.
Vegetation and habitat management	Management of natural vegetation to improve its habitat <b><i>and other conservation</i></b> values is allowed, subject to an approved management plan.
Water	Alteration of natural water bodies and wetlands, or actions detrimental to water quality are prohibited.
Dumping	Dumping or accumulation of trash or other unsightly material is prohibited.
Vehicles	Prohibited except in conjunction with otherwise authorized activities (i.e. habitat restoration or management).
Recreational and educational use	Recreational and educational purposes that do not impact the conservation values of the land are allowed. This would include walking, hiking, horseback riding, cross-country skiing, <b><i>orienteering, etc. This would not include mountain biking.</i></b>

**Draft Process and Timeline  
For Sunfish Lake Park  
Land Trust Application  
(As of 2-19-08)**

ENTITY	ACTIVITY	APPROXIMATE DATE
Park Commission	Send letter to Land Trust with report and council comments on three areas of clarification	February 21, 2008 (if approved by Park Commission)
Land Trust Staff	Receive document	February 23, 2008
Land Trust Staff	Visit site and document the property's natural and scenic values	March, 2008
Land Trust Staff	Obtains supporting documents and maps	March, 2008
Park Commission	Land Trust project report, gets clarification where needed	March 19, 2008
Land Trust staff	Updates project report based upon meeting with Park Commission	April, 2008
Park Commission	Park Commission approves the project report	May, 2008
City Council	City Council reviews project report; approves the project report	June, 2008
Land Trust Conservation Committee	Reviews and approves project report	July, 2008
Land Trust Board	Reviews and approves project report	July, 2008
Land Trust Attorney	Takes final project report and turns it into a draft conservation easement	August, 2008
City Attorney	Review the draft conservation easement to be sure that any city legal issues are addressed before proceeding (city attorney is accustomed to Land Trust easements)	August, 2008
Land Trust Attorney	Finalizes easement documents	September, 2008
Park Commission	Review and approve easement	September, 2008
City Council	Review and approve easement	October, 2008
Land Trust	Records easement	October, 2008
All parties	CELEBRATE ☺	

If shaded area moves faster, the project report may be ready for a May Land Trust meeting

ITEM: Provide comments to the city council on the possible locations for lift station in Reid Park for the I-94 to 30th Street Infrastructure Project.

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: City Council  
Susan Hoyt, City Administrator  
Mike Bouthilet, Public Works Superintendent  
Ryan Stempski, Assistant City Engineer

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**SUMMARY AND ACTION REQUESTED:** The City Council is asking the Park Commission to provide comments on what the Commission believes the potential impacts from locating a future lift station in Reid Park, sites 1 and 2, may have on the park and to have these comments returned to the city council for its consideration before directing the engineer on the final design for locating the lift station. The comments will be most useful if they describe the concerns about impacts on park use, circulation, aesthetics and other park related activities. There is also a third location outside of the city park area to the south. (See Attachment) All three sites have pros and cons to implementation which are being weighed by the city council. The park commission input is part of the information that the city council needs to make an informed decision,

The chair of the park commission is being asked to consolidate the comments from the commission so these can be included as a report in the agenda item, scheduled for the June 17, 2008 city council meeting.---The city council asked for the direction from the park commission after the city council determined that it will be asking the engineer to put the lift station at one of these three sites because of efficiencies of service and economics (eliminates the need for two lift stations) and not asking the engineer to locate it in a location that is not anywhere near Reid Park.

**Elements are involved in the lift station**

The lift station site will need to accommodate the lift station wet well and structure, control panel, valve vault, forcemain piping, gravity sewer piping, 3-phase power transformer, odor control dosing tank, stand-by generator, and access driveway. There is an option to bury the chemical dosing tank.

- A chemical dosing tank will be required at the lift station site for the purpose of odor control. Chemicals stored in the dosing tank will pre-treat the wastewater in the lift station. Treatment inhibits the growth of hydrogen sulfide bacteria, which causes undesired odors and increases the corrosiveness of wastewater. Bioxide®, a non-toxic nitrate compound, is the most commonly used chemical. The dosing tank can be installed above ground or buried at additional cost. The city council is interested in burying the tank for aesthetic reasons.
- A permanently mounted stand-by power generator will also be necessary at the site to ensure uninterrupted operation in the event of a power outage or other emergency situations. The life expectancy of a generator is approximately 25 years.
- The proposed lift station will require 3-phase power at the site. A transformer will be required at the lift station site to receive the primary power. The city council directed that any power lines associated with this be buried if at all possible.

## **Potential Sites**

Preliminary engineering work has identified three potential lift station locations in the vicinity of Reid Park. The locations selected and reviewed at this time provide a cost effective sanitary sewer system for both the initial capital costs and on-going operational costs; and provide the most functional and flexible trunk sewer system for servicing both new development and existing homes and business in the Village area.

The alternative sites were selected after reviewing the general topography of the sewer service area as defined in the Lake Elmo Comprehensive Plan; generally locating the lift stations in the lowest topographic region to maximize the lift station service area. The area around the southern part of Reid Park provides the lowest topography, is City-owned, and is adjacent to the project corridor. The three sites identified for council consideration include (please refer to the attached location map for these site locations):

- Site Alternative No. 1: In the southwest corner of Reid Park; access from 30th Street,
- Site Alternative No. 2: In the southeast corner of Reid Park; access from 30th Street, and
- Site Alternative No. 3: In a City-owned parcel adjacent to the southeast corner of Reid Park. This site would require easement acquisition to accommodate the sewer pipe and the access driveway. Also, soil borings, a wetland delineation, and additional engineering work will be required to verify the feasibility of this site.

## **Public Works Review**

The public works superintendent was consulted on each site layout. Two primary concerns were identified: 1) access to each site with the equipment necessary to maintain a lift station and 2) the proximity to the recreational facilities within Reid Park. Based on these items, the public works department recommended Site No. 2. This site provides sufficient maintenance vehicle access and has natural screening from the surrounding wooded area.

## **PARK COMMISSION ACTION**

- Presentation by Jack Griffin, City Engineer
- Questions of the presenter
- Discussion
- Comments – please provide comments to the Chair of the Commission tonight and/or , if desired, after the meeting

## **ATTACHMENTS:**

- 1 Potential Sites
- 2 Layout of recreation area in the context of the potential sites





Map Date: May, 2008  
Created By:

**TKDA**

ENGINEERS • ARCHITECTS • PLANNERS

**City of Lake Elmo  
Minnesota**



### Lift Station Site Alternatives

Attachment for May 19, 2008, Park Commission Agenda Item

I-94 to 30th Street Infrastructure Improvements

TKDA Project No. 13857.000

Attachment  
No.  
**1**



Map Date: May, 2008  
Created By:

**TKDA**

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**City of Lake Elmo**  
**Minnesota**

## Lift Station Site Alternatives

Attachment for May 19, 2008, Park Commission Agenda Item

I-94 to 30th Street Infrastructure Improvements

TKDA Project No. 13857.000

Attachment

No.

**2**



ITEM: 2008 Park and trail improvement program implementation plan and priorities

SUBMITTED BY: Carol Kriegler, Project Assistant  
Ryan Stempski, Assistant City Engineer

REVIEWED BY: Jack Griffin, City Engineer, TKDA  
Mike Bouthilet, Public Works Superintendent

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**SUMMARY AND ACTION REQUESTED:**

The 2008 park capital improvement plan includes expenses totaling \$256,000. Given the budget balance as of this time of roughly \$300,000, it will be important to evaluate and prioritize all expenditures before proceeding. The Commission is being asked to review the 2008 C.I.P. and provide staff with direction in implementing improvements that are identified as high priorities.

Stonegate Trail

The Park Commission is being given an update on the proposed trail improvements to Stonegate Trail based upon the city engineer's review of the project in more detail. This initial review identified steep slopes, tree locations, private landscaping locations, easement location, and drainage issues as items to be mitigated or addressed.

The estimated cost for this work is likely over \$100,000. Prior to the initial review, the project was estimated to cost anywhere from \$50,000 to \$150,000. Given the anticipated cost of the project, the city will be required to enter into a competitive bidding process (law change from \$50,000 in August 2008). Bidding requirements will increase the administrative / design cost of project due to the associated required engineering time to draw up the plans and specifications and manage the bidding process. The estimated cost for this work is roughly 20% of the construction cost.

Public Bidding Process Information as Background for the Commission

This information is being presented as background for the commission as it begins to take on park and trail projects that may be impacted by these state laws since the state bidding practice is quite specific about its required steps and extends the timeline for any project. The process typically requires council authorization to order the improvements, public advertisement for bids in the official newspaper, opening of sealed bids, and a recommendation and award of contract to the lowest qualified bidder. The required bid process is designed to assure the public that the city is paying the lowest price for the work by a qualified bidder. Entering into a competitive bidding process can raise the project cost because of the length of the process as well as the guarantees that are required.

Review of 2008 Park Capital Improvement Plan

The Commission is being asked to review the 2008 Park CIP and provide staff with direction in implementing improvements that are identified as high priorities.

- Presentation on trail
- Brief overview of bidding process

Ryan Stempski

Ryan Stempski

- Questions

Commissioners

- Direction, if any, to park commission staff  
for follow up with engineer /other

Commission

ATTACHMENT:

- 1 Location of Stonegate Park Trail

**CITY OF LAKE ELMO**  
**Capital Improvement Plan 2008 - 2012**  
**Park Acquisition**

Account: 404	2008	2009	2010	2011	2012	Comments
<b>FUND BALANCE</b>	301,220	45,220	-780	13,220	17,220	
Parks Dedication		70,000	70,000	70,000	70,000	
<b>Total Additions</b>	0	70,000	70,000	70,000	70,000	

<b>DeMontreville Park</b>						
Pavillion		30,000				
Resurface Basketball Court				5,000		
<b>Heights Park</b>						
Park Development	25,000					
<b>Lake Jane Hills Park</b>						
Off Leash Dog Park			5,000			
<b>Lions Park</b>						
Tennis Court					12,000	
Replace Shelter Roof	4,000					
<b>Pebble Park</b>						
Tennis Court Resurface	18,000					
Convert Ballfield		20,000				
<b>Reid Park</b>						
Parking Lot	20,000					
Playground Equipment	5,000					
<b>Sanctuary</b>						
Master Plan		5,000				
Future Amenities	1,000	1,000	1,000	1,000	1,000	
<b>Stonegate Park</b>						
Parking Lot				10,000		Squaring off edges of existing parking lot.
<b>Sunfish Lake Park</b>						
Land Trust	10,000					
Post, Barrier & Gate for Parking Lot		10,000				
<b>Tablyn Park</b>						
Mill & Overlay Park Lot & Driveway	15,000					
Tennis Court Overlay					25,000	
<b>Tana Ridge</b>						
Landscape & Benches	5,000					
<b>VFW Park</b>						
Ballfield Improvements	3,000					
Trail Improvements	150,000	50,000	50,000	50,000	50,000	
Signage	15,000					
<b>Total Expenses</b>	256,000	116,000	56,000	66,000	88,000	
<b>FUND BALANCE</b>	45,220	-780	13,220	17,220	-780	

Park Commission  
Date: May 19, 2008  
REGULAR  
Item: 7

ITEM: Heights Park neighborhood meeting follow-up and improvement plan process

SUBMITTED BY: Carol Kriegler, Project Assistant

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**SUMMARY:** The Park Commission conducted a Heights Park neighborhood meeting on Wednesday, May 7. The meeting was attended by 12 neighbors and 4 commission members. A summary of the meeting is attached. Carol Kriegler will offer direction related to the continued activities related to the park planning process.

# HEIGHTS PARK NEIGHBORHOOD MEETING

## Wednesday, May 7

### Meeting Summary-

1. Park Commission Chair David Steele opened the meeting with a welcome and expression of gratitude for their attendance and past input. An overview of the park planning process was given as follows:

A.. May 7 meeting - input gathering from neighbors in creating a general vision for the park.

What characteristics currently exist at the park that they feel compelled to preserve or protect, and what improvements or added amenities might they support.

B. Input from meeting will be used to generate a vision or plan for the park that might (or might not) include proposed improvements or added amenities.

C. A vision for the park will be presented at a future neighborhood meeting. Neighbors will be invited and encouraged to provide feedback and input to this vision and any proposed improvements.

2. Carol Kriegler gave a brief presentation related to the park's "footprint", current physical characteristics of the park, and identification of the associated issues and challenges in planning. Identified goal: Finding the balance between:  
Adjacent neighbors need for privacy and protection versus the right to public access and reasonable use of a neighborhood park.

3. The meeting was attended by 12 neighbors and 4 commissioners. The meeting was positive in tone and very productive. Neighbors made comment in 3 general areas:

1. Preservation Goals - - what qualities and characteristics exist at the park that they'd like to see preserved.

2. Concerns - - what concerns do they have related to the park as it exists now as well as if it were to be improved.

3. Project Goals - - - what "improvements" might they support

There seemed to be a great deal of respect for all comments expressed and broad support for a park vision focusing on site restoration with an improvement in plant quality and diversity, wildlife habitat improvement, soft walking path, possible mowed green space for play and relatively passive use. Attendees expressed their appreciation to the Commission for conducting the meeting.

### Preservation Goals

Natural state

Consistency with the character of the city

Quiet / tranquility

Water retention

Wildlife habitat

Concerns (Current conditions / Improvements)

Users cutting through yards to access

Trash

Improper use

Currently hard to use by people

Safety of kids (lack of visibility)

Pond safety

Potential drainage problems

Impact on trees, etc.

Project Goals

Clean up site

Grading, fill ruts

Community planting project

Walking path

Open green space for play

Backstop

Mowed / maintained

Proceed with test period for mowed play space. See how it is used.

Pleasure skating area



Park Commission  
Date: May 19, 2008  
REGULAR  
Item: 8

ITEM: Lowes Partnership Program Update

SUBMITTED BY: Carol Kriegler, Project Assistant

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**SUMMARY:** Carol Kriegler will provide an update on the Lowes Partnership Program.