



*Our Mission is to Provide Quality Public  
Services in a Fiscally Responsible Manner  
While Preserving the City's Open Space  
Character*

## **NOTICE OF MEETING**

**City of Lake Elmo Park Commission  
3800 Laverne Avenue North  
May 15, 2017 6:30 PM**

### **AGENDA**

1. Call to Order
2. Approve Agenda
3. Approve Minutes
  - a) April 17, 2017
4. Central Greenway/Lake Elmo Regional Trail
5. 2018-2022 CIP (or set a special meeting)
6. Gonyea West Plat
7. Ways to enforce the leash law
8. June 2017 Meeting Agenda
9. Staff Reports & Commission Update
10. Adjourn

*\*\*\*Note: Every effort will be made to accommodate person or persons that need special considerations to attend this meeting due to a health condition or disability. Please contact the Lake Elmo City Clerk if you are in need of special accommodations.*

# MINUTES

## City of Lake Elmo Parks Commission

April 17, 2017

**Members Present:** Commissioners Ames, Frick, Nuenfeldt, Steele, Zeno

**Members Absent:** Chair Weis, Commissioners Nelson, Olinger, and Pearce

**Staff Present:** Public Works Director Weldon, City Planner Becker

**The meeting was called to order by Commissioner Frick at 6:30 PM.**

### Approval of Agenda

Becker asked to add Easton Village 2<sup>nd</sup> Addition to the agenda.

Motion by Zeno to approve the agenda as amended, seconded by Steele. Motion passed.

### Approval of Minutes

Zeno suggested the reference of someone named Guy to be fixed and adjust the comment regarding the Volleyball Courts to the minutes.

Motion by Frick, seconded by Steele to approve the minutes with the adjustment of that comment. Motion passed.

### Lions Park

Miller presented the new design P104. He talked about removing existing concession and moving the new concessions toward the home plate. They made room for 2 volley ball courts. They created an entrance area with a sign and a pollinator planting area. The northern parking area would also become the skating rink in the winter. The area would be gravel and large enough to accommodate a hockey rink. Comments were made that the parking will need to be moved out of the right-of-way.

Steele said he felt that the design should be altered to accommodate young families such as moving the playground closer to the picnic areas or a trail connecting and not through the parking lot. He added that the baseline on the 45<sup>th</sup> parallel is nice but not a priority. Frick agreed that moving the parking to the east and moving the playground was important.

Ames suggested that there should be a second designated picnic area near the playground. Which would keep costs down of moving the existing play structure. Ames also asked if the demolition of the house would be coming out of park dedication or if it would come out of the general fund.

Barry Weeks mentioned that the proposed plan does not include a warming house and that is something the park currently has. His suggestion was to have a partial open and partially enclosed structure.

Lighting was included in the initial phase but may need to get pulled out since it can be \$150,000. The first phase includes demolishing the house and the concessions building.

Discussion around what type of recommendation would be needed to move the project forward. Weldon explained they have to give a dollar amount and items they want on the first phase in order to send it forward to City Council. After Council approval then the project will go out for bids. The decision will need to be made soon if any work will be done this year on the field.

Steele suggested that the Commission establish a dollar amount comfort level, he is comfortable with \$400,000. Steele suggested to pull the south parking lot and volley ball court relocation to reduce the cost of Phase 1.

Further discussion about not demolishing the existing concession stand by Frick and Nuenfeldt. Ames asked that by the time this goes to Council will there be more detailed information about costs available. Ames also asked to include the volley ball courts within Phase 1 of the project, if the budget allows, since they are not terribly expensive.

Steele made a motion to adopt the plan for Lions Park per amended Commission recommendations, and to increase Phase 1 not to exceed an expenditure of \$425,000. Frick seconded the motion. Motion passed.

### **Neighborhood Park Development Guidelines**

Becker presented that after talking to a number of communities, most do not have any guidelines. Staff recommends that the Commission not adopt any standards. No action required on this item.

### **Camera Protocol Procedure**

Becker presented that this Camera Protocol Procedure was something that was referred to in the Sally Manzara Interpretive Nature Center Lease and Operating agreement approval.

Becker amended the Procedure to include that any cameras can be focused on trails for up to 24 hours contiguous or otherwise if more time is proposed that it must be approved by the Parks Commission and City Council.

Becker stated that she researched other cities and was not able to find any with policies regarding camera placement.

Frick pointed out that in Becker's research some communities had cameras for security but not for nature. She said that there are times when she has witnessed suspicious activity that having them on camera may have been a good thing.

Ames mentioned that at the previous meeting he expressed his concern about cameras in Sun Fish Lake Park. He has asked people within the community about their thoughts regarding cameras in the park and has yet to find anyone that is favorable to the idea. Ames stated that he is concerned about adopting a City wide camera policy that allows people to put cameras in other parks and possibly aim them at play structure or other portions of the park. He feels the Protocol is an exception to City Policy. City Policy is that we don't allow private groups to have cameras in City parks.

Steele suggested that the protocol indicate it is just for Sun Fish Lake Park and that in all other parks cameras are not allowed. Ames agreed to that.

Frick asked if they need to vote to remove the camera protocol since the original vote was to put one in place.

Becker explained the Camera Protocol Procedure was mentioned in the Nature Center Lease and Operating agreement. That item is going to Council tomorrow. The Camera Protocol Procedure is referenced in the agreement. In order to have something to reference and for staff to follow regarding camera placement, since the lease agreement says they can place cameras in the park, within the procedures.

Discussion about having a Camera Protocol Procedure and when to establish it, either prior to going to Council or after approval since the Nature Center has not been constructed and will not be filming anything until the building is in place. They discussed putting a no camera policy until the protocol is established.

Steele made a motion that no private entity can install a camera until they establish a protocol and that only the City shall install or authorize the installation of cameras until a new protocol procedure is drafted. Ames seconded the motion. Motion passed unanimously.

### **Upcoming Developments**

Becker reported that the City has received final plat for Hidden Meadows 2<sup>nd</sup> addition, which is located to the south of Rock Point Church. The park dedication for that development is 7% of the assessed value, which has not been completed yet.

Village Park Preserve is a proposed development located south of Easton Village. The City has not received a final plat. Their preliminary plat had park land to add to Reid Park that exceeded their required amount.

Gonyea West, the City has not received a concept plan yet. It is a piece of property located on the west side of Lake Elmo Avenue.

Southwind is located to the north of Hunters Crossing. With that development there will be about \$90,000 for park dedication, with an assessment determining an exact number. This project will be discussed in detail later in the meeting.

Lakewood Crossing is a proposed a commercial Planned Unit Development to the west of Kwik Trip. And we know their Park Land dedication is \$17,190.

Frick has questions about why Royal Golf was not included. Becker explained that there is not even an estimate available and that the City has just reached an agreement with them regarding who would be assessing the property for value. The Preliminary Plat is going to Council in May. Once Preliminary Plat has been then they would have get Final Plat approval.

Frick thanked Becker for the information regarding these upcoming developments.

No action required on this item.

### **Southwind Final Plat**

Becker shared that the City has received a Final Plat application for the Southwind Development. This property was never brought before the Parks Commission



before approval of the Preliminary Plat. No neighborhood park was dedicated to this development. The City will receive a monetary dedication.

Ames mentioned service levels for parks. He also asked if Hunters Crossing has a park. He asked about the number of units in both developments. Becker said 46 units in Southwind and about 90 units in Hunters, though she is uncertain of that number. Ames expressed that this should be on Council's radar, on Planning's radar, and our radar that now over 100 homes has no access to a park. Since parks and trails need to be added at the time of development.

Becker stated that there is no park in Hunters Crossing or Southwind. She stated that in the Comprehensive Plan that area is a neighborhood park search area. So she is not sure why neither development has a park. She stated that since this Final Plat is consistent with what was approved at Preliminary Plat in 2013 it has to move forward. She stated that she cannot speak to what was done in the past, only that City staff has now been working on bringing all developments before the Parks Commission for the reasons you are concerned with.

No action required on this item.

#### **Easton Village 2<sup>nd</sup> Addition Plat**

Becker informed the Commission that the City has received Final Plat for Easton Village 2<sup>nd</sup> Addition. The proposed addition is on the north and east side of the current Easton Village development. One of the conditions of approval at the time of Preliminary Plat is that a trail connection be provided in the cul-de-sac, they are proposing to eliminate this trail connection to allow larger lots, a slightly different housing option, and a more private setting for these homes.

Discussion about the fact this trail connect does little to the overall connectivity of the development and that the overall concern of the Parks Commission is to establish trail connections from once development to others and to provide Easton with connections to downtown.

No action required on this item.

#### **May Meeting**

Lions Park – defining Phase 1

Washington County trail plan

Ways to enforce the leash law

#### **Discussion Items**

Frick discussed the offerings, activities, and costs of Family Day

- Live animal programs include the University of MN Raptor Center, they are going to bring a hawk and an owl
- There is also going to be a presentation of turtles, snakes, and salamanders with a touching pond
- There will be a nature trail with 12 stops and gift bags

- The only reimbursement we would be looking for would be the cost of the live animal programs. The Park Commission does not have to approve a certain amount since it will come out of the General Fund.

There appears to be some confusion if the Family Day was run as a City sponsored event or if it is run by volunteers and needs a Special Use Permit that needs to be reviewed and sent to Council.

Frick stated that if the liability for the event were to fall to the volunteers putting it on, the event will likely not happen.

Frick mentioned there is a situation in Sunfish Lake Park and in Reid Park where they walk their dog without a leash. Especially in Sunfish Lake Park, it is a challenge since you may not see the owner of the dog immediately and the owner often cannot keep their dogs within their site. Frick stated her dog was attacked as a puppy and again as an older dog by dogs that were off-leash. She said she has also heard the screams of fawns being attacked by dogs while out on walks. She proposed more signage or to revisit a dog park to reduce the amount of people that let their dogs off-leash.

Ames mentioned there are signs at every entrance that state no biking and that dogs need to be on leash, but those are frequently violated. He stated no amount of signage will change behavior. Ames stated that the County Park is staffed and there is a way to enforce that there.

A member of the audience mentioned that she was at Sunfish Lake Park with her grandchildren and they had gone up the trail a distance and she heard them screaming as they ran and were being chased by dogs.

#### **Staff Reports and Commission Update**

None given

**Meeting adjourned at 9:26 p.m.**

**Respectfully Submitted,  
Tanya Nuss**



## **STAFF REPORT**

DATE: May 15, 2017

ITEM #: 4

**TO:** Parks Commission  
**FROM:** Emily Becker, City Planner  
**AGENDA ITEM:** Central Greenway Regional Trail  
**REVIEWED BY:** Kristina Handt, City Administrator

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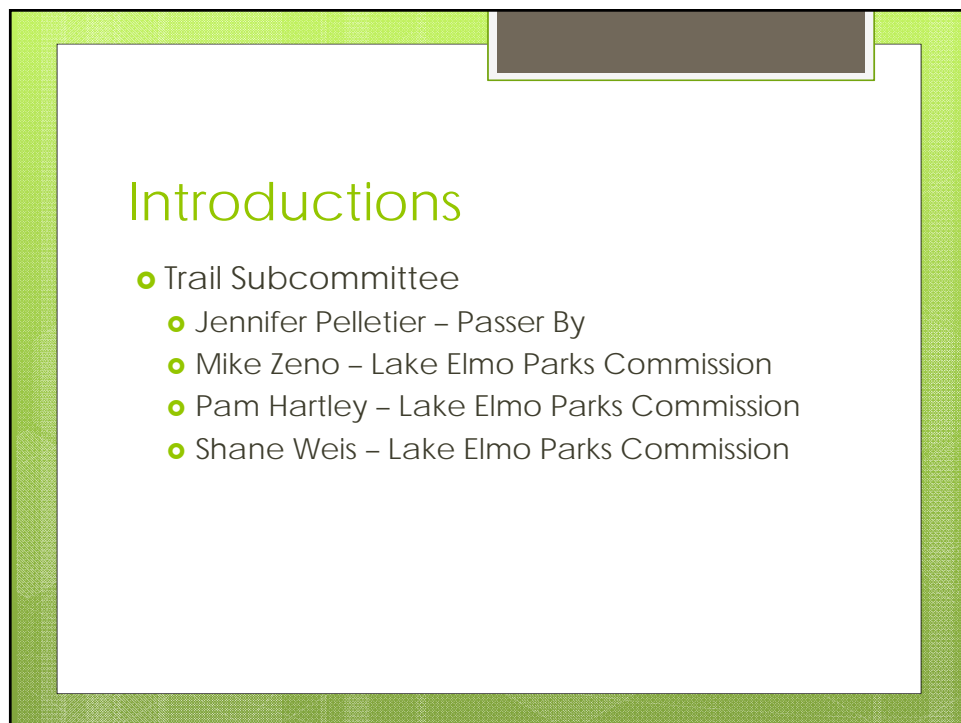
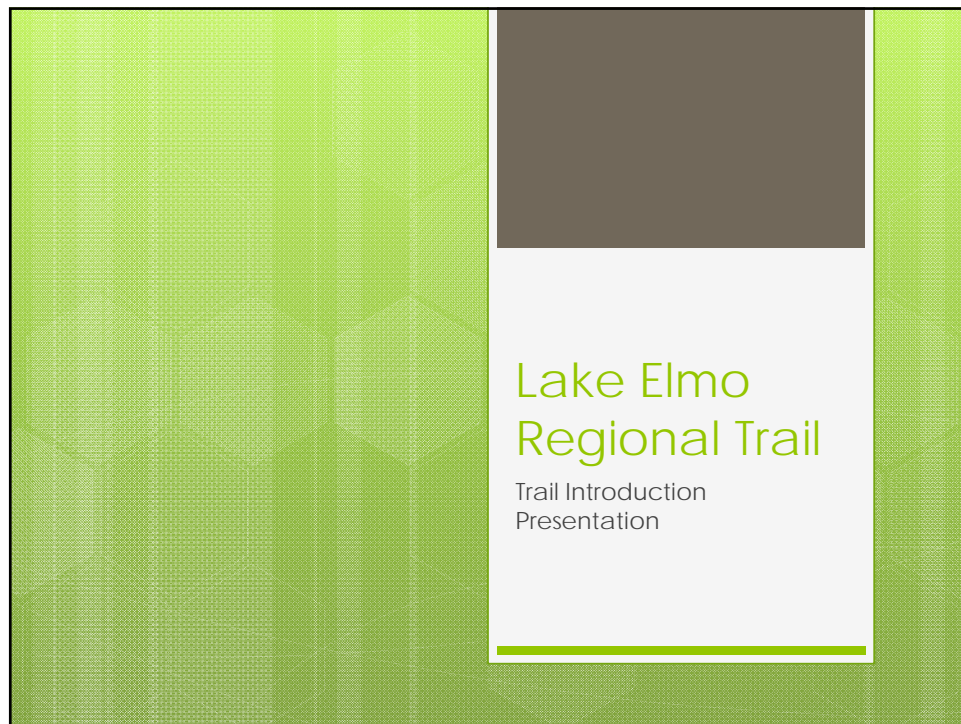
### **BACKGROUND:**

Wayne Sandberg and Connor Schaefer of the Washington County Public Works Department will be presenting an overall update on where the County is at with the planning process of the Central Greenway Regional Trail.

The County is currently working with the Met Council to receive Master Plan approval on the lower segment of the trail (Cottage Grove Ravine Regional Park to I-94, along CR-19).

### **ATTACHMENTS:**

- City presentation on Lake Elmo Regional Trail



## Trail Selection Criteria

- Address Community Need
  - Deliver students safely to school
  - Bring people to our downtown
  - Bring people to our parks
  - Provide safe recreation
  - Trail Diversity- Provide feel of LE
  - Omit need to bike down highway 5

## Trail Selection Criteria Cont.

- Compatibility with public grant opportunities
- Compatibility with private funding opportunities
- Feasibility of land acquisition

## Lake Elmo Regional Trail – Phase One

- Proposed Trail – Map
  - Connect to existing Oakdale trail at Stillwater Blvd and Helmo/Ideal Ave
  - Travel through Tablyn to Lake Elmo Park Reserve
  - Pass through LEPR – Provide exit point to Sunfish
  - Continue down Highway 5 right of way to Gorman's- connect to existing trail

## Lake Elmo Regional Trail – Phase Two

- Lake Elmo to Stillwater Senior High

4



## Other trails

- Trails considered, but not selected
  - 94 to Lake Elmo via Lake Elmo Blvd
  - 94 Corridor to highway 5 via Inwood Ave

## Public Grant Eligibility

- **Local Trail Connection (DNR)**
  - Connect to public space or complete existing connections
  - Max Grant \$150,000 – 25% Match
- **Federal Recreational Trail Program (DNR)**
  - Development of recreational trail linkage including trail side facilities
  - Max Grant \$150,000 – 25% Match



## Public Grant Eligibility Cont.

- **Outdoor Recreation Grant (DNR)**
  - Internal park trails or support facilities
  - Total average distribution - \$335,000

## Public Grant Eligibility Cont.

- **Safe Route to Schools (SRTS)(MDOT)**
  - K-8 Schools
  - Trail study required (already completed by Lake Elmo)
- **Washington County Legacy Funds (MET)**
  - Parks of regional significance and trails that connect regional parks
  - John Elhom to present

## Public Grant Eligibility Cont.

- Washington County Public Health
  - SHIP funds
- MN Department of Health Funds

## Private & Other Sources of Funding

- Blue Cross Blue Shield
- McKnight Foundation
- Cargill
- Parks and trails council of MN

## Lake Elmo Regional Trail

- Let The Fun Begin
- Questions?
- "Informal Discussion" - Next Steps
  - Identify possible stumbling blocks



## **STAFF REPORT**

DATE: May 15, 2017  
ITEM #: 6

**TO:** Parks Commission  
**FROM:** Emily Becker, City Planner  
**AGENDA ITEM:** 2018-2022 Parks CIP  
**REVIEWED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

A Capital Improvement Program, or CIP, is a multi-year (typically 5 years) capital expenditure plan for a City's infrastructure (such as streets, parks and utility systems), vehicles, and equipment and public buildings. It identifies the major projects needed and desired by the community, their potential costs and how they would be financed. Including a project in a CIP does not commit the city to that project. The City Council must specifically authorize each one, and the associated funding, before any project may proceed. When the CIP is reviewed (ideally annually, in conjunction with the budgeting process) projects may go forward as planned, advance ahead of schedule, be removed entirely, or new projects may be added, depending upon changes in circumstances and priorities.

The Minnesota Land Planning Act requires that the implementation plan portion of the Comprehensive Plan include a CIP for major infrastructure needs (transportation, wastewater, water supply, parks and open space) for a five-year time period. Cities often expand the scope of their CIPs to include other capital needs (major equipment replacements, for example) and sometimes look beyond the five-year time period, up to 20 years in the future for some projects. Such projects represent more of a "wish-list" that can be evaluated each time the plan is updated.

As a part of the Comprehensive Plan, the CIP has some legal standing. Minnesota Statutes Chapter 473.865 provides that "a local governmental unit shall not adopt any official control or fiscal device which is in conflict with its comprehensive plan." A fiscal device includes a budget or bond issue; so it is important that the plan and CIP be kept up to date and in synch with city budgets.

The primary benefit of a CIP is as a financial planning tool, to help the city plan for the impact of capital needs on future budgets and property taxes, and to help forecast the need for borrowing to undertake major projects. The information developed as part of the capital planning process can help document the need for various projects and help the City Council sort out competing priorities.

Lake Elmo's CIP includes all capital projects that cost at least \$25,000 and have a useful life span of five years or longer.

### **ISSUE BEFORE COMMISSION:**

What parks improvements should be included in the 2018-2022 CIP? When should they be completed?

## **PROPOSAL DETAILS/ANALYSIS:**

Included in your packet is a document listing all of the City parks and trail projects staff is aware of at this time.

**Items Scheduled for 2017.** There were items on the 2017-2021 CIP that have not yet been planned for or completed in 2017. These include PR-002, 50<sup>th</sup> Street Trail for \$140,000 in 2017; PR-005, Pebble Park Improvements for \$80,000 (restrooms, lighting and security features).

**Projects Recommended by Parks Commission and Removed from the 2017-2021 CIP Plan.** PR-003, Demontreville Park Improvements for \$75,000 (improvements and addition of baseball field, fencing, etc. and PR-007, Sunfish Lake Park Improvements for \$2,000 (benches) of the 2017-2021 CIP recommended by the Parks Commission (and subsequently recommended to be removed by the Finance Committee) were removed in the 2017-2021 CIP adopted by Council. The Commission may wish to again recommend these be included in the 2018-2022 CIP, and so these were included in the 2018-2022 draft.

**Other Items?** Any other items the Parks Commission would like to see in the 2018-2022 CIP need to be identified. Each member should come prepared to identify their top 5 priorities for the next 5 years.

The commission can then also assign a priority to each project based upon the following framework:

1. Critical or urgent, high-priority projects that should be done if at all possible; a special effort should be made to find sufficient funding for all of the projects in this group.
2. Very important, high-priority projects that should be done as funding becomes available.
3. Important and worthwhile projects to be considered if funding is available; may be deferred to a subsequent year.
4. Less important, low-priority projects; desirable but not essential.
5. Future Consideration

## **FISCAL IMPACT:**

Depends on project selection. Funds will come from the Park Dedication Fund. The City's parkland dedication as of 3/16/17 is \$975,417. This does not take in to account the funds (\$150,000) approved for Savona Park and other items approved for the 2017-2021 Capital Improvement Plan.

Outstanding funds expected to be collected in the relatively near future but cannot at this time be quantified due to lack of information on property values include park dedication from the following developments: Royal Golf Club; Easton Village 2<sup>nd</sup> and 3<sup>rd</sup> Addition; Village Park Preserve; Southwind (formerly known as Diedrich-Rieder, north of Hunter's Crossing); and possibly Hidden Meadows (subdivision adjacent to Rockpoint Church). Park dedication fees for Lakewood Crossing 2<sup>nd</sup> Addition, the commercial development to the west of Kwik Trip, can be quantified and is expected to be \$17,190.

## **OPTIONS:**

- 1) Commission identifies additional projects to add to the 2018-2022 CIP
- 2) No further projects are added so just the previously-identified projects would be forwarded on in the review process by Finance and Council.

## **ATTACHMENTS:**

- 2018-2022 Draft Capital Improvement Plan

# Capital Improvement Plan - 2018 - 2022

2018 *thru* 2022

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life 25 years

Category Park Improvements

Priority 2 Very Important

Status Pending

Total Project Cost: \$105,000

Project # PR-003

Project Name Demontreville Park Improvements

## Description

Addition of a field and bathroom at Demontreville Park

Cost estimates:

2017:

\$75,000 for new field and regrading/updating current babseball field and fencing/tipped backstop

2018:

\$30,000 for pavillion

## Justification

Feedback from residents during 2013 Park Survey, park commission site visits and Mahtomedi Baseball Association

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	30,000					30,000
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

Funding Sources	2018	2019	2020	2021	2022	Total
Park Dedication Fund	30,000					30,000
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

## Budget Impact/Other

Mahtomedi Baseball Association has been helping with some maintenance and indicated they would be willing to help with maintainng the additonal field

# Capital Improvement Plan - 2018 - 2022

2018 *thru* 2022

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life

Category Park Improvements

Priority 3 Important

Status Active

Total Project Cost: \$135,738

Project # PR-005

Project Name Pebble Park Improvements

## Description

Phase 1 Improvements were completed in 2016 which included a new shelter.

Phase 3 (2018) Improvements would include paving the parking area and development of two volleyball courts

Cost estimates:

Parking area is 0.3 acres (13,068sq ft) and asphalt paving is \$3.50/sq ft (\$45,738)

Volleyball Courts estimate is \$10,000

Phase 2 (2017) would be restrooms, lighting and security features

Cost estimate:

Restrooms (Vault Toilets with running water to sinks): \$65,000

Lighting and Security Features: \$15,000

## Justification

Feedback from park user survey in 2013

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	55,738					55,738
<b>Total</b>	<b>55,738</b>					<b>55,738</b>

Funding Sources	2018	2019	2020	2021	2022	Total
Park Dedication Fund	55,738					55,738
<b>Total</b>	<b>55,738</b>					<b>55,738</b>

## Budget Impact/Other

# Capital Improvement Plan - 2018 - 2022

2018 *thru* 2022

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life

Category Park Improvements

Priority 3 Important

Status Active

Total Project Cost: \$184,250

Project # PR-006

Project Name Reid Park Improvements

## Description

Improve trails to be suitable for mountain biking while also having options for walking and snowshoeing, add playground equipment for younger age groups (resident request), eliminate basketball court, addition of bathrooms, outdoor gym stations. Bleacher seats and extending fencing.

Phase 1 (2018)

Mountain biking Trail

\$50,000 assumes grant/donation from MORK/Stillwater High School Team

Phase 2 (2019)

Restrooms: \$100,000

Tot Lot: \$12,500

Demo Court: Staff Time

Outdoor Gym Stations: \$15,000

Bleacher Seats: 4,750

Extending fence to prevent fly balls: \$2,000

## Justification

Result of resident input during site visit

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	50,000	134,250				184,250
<b>Total</b>	<b>50,000</b>	<b>134,250</b>				<b>184,250</b>

Funding Sources	2018	2019	2020	2021	2022	Total
Grants/Donation	50,000					50,000
Park Dedication Fund		134,250				134,250
<b>Total</b>	<b>50,000</b>	<b>134,250</b>				<b>184,250</b>

## Budget Impact/Other



# Capital Improvement Plan - 2018 - 2022

2018 *thru* 2022

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life

Category Park Improvements

Priority 3 Important

Status Pending

Total Project Cost: \$150,873

Project # PR-007

Project Name Sunfish Lake Park Improvements

## Description

Phase 1 (2017)

Additional benches: \$2,000 (could be donation or Eagle Scout project)

Phase 2 (2019)

Paving of parking lot

Cost estimate:

Parking lot: \$60,984 (17,424 sq ft at \$3.50/sq ft)

Improve trails to ADA standards in Area 2 (prairie area): \$87,889 for 6 foot wide asphalt 1 mile trail

## Justification

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance		148,873				148,873
<b>Total</b>		<b>148,873</b>				<b>148,873</b>

Funding Sources	2018	2019	2020	2021	2022	Total
Park Dedication Fund		148,873				148,873
<b>Total</b>		<b>148,873</b>				<b>148,873</b>

## Budget Impact/Other

# Capital Improvement Plan - 2018 - 2022

2018 *thru* 2022

## City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life

Category Park Improvements

Priority 3 Important

Status Active

Total Project Cost: \$1,592,916

Project # PR-009

Project Name Lake Elmo Regional Trail

### Description

Regional east west trail through Lake Elmo

Phase 1: (\$827,316-construction only, no land

Connect to existing Oakdale trail at Stillwater Blvd and Helmo/Ideal Ave

Travel through Tablyn Park to Lake Elmo Park Reserve (LEPR)

Pass through LEPR-provide exit point to Sunfish Lake Park

Continue down Hwy5/CSAH 14 right of way to Gorman's-connect to existing trail

Phase 2: (\$765,600-construction only, no land)

Lake Elmo to Stillwater Senior High

### Justification

Trail would address the following community needs:

-Deliver students safely to school

-Bring people to our downtown

-Bring people to our parks

-Provide safe recreation

-Trail Diversity-Provide feel of Lake Elmo

-Omit need to bike down Hwy 5/CSAH 14

-Compatibility with public grant opportunities

-Compatibility with private funding opportunities

Feasibility of land acquisition

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance			827,316	765,600		1,592,916
<b>Total</b>			<b>827,316</b>	<b>765,600</b>		<b>1,592,916</b>

Funding Sources	2018	2019	2020	2021	2022	Total
Grants/Donation			620,487	574,200		1,194,687
Park Dedication Fund			206,829	191,400		398,229
<b>Total</b>			<b>827,316</b>	<b>765,600</b>		<b>1,592,916</b>

### Budget Impact/Other

Additional trails to maintain-labor and materials

# Capital Improvement Plan - 2018 - 2022

2018 *thru* 2022

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority n/a

Status New Recommendation

Total Project Cost: \$50,000

Project # PR-012

Project Name Service Truck

## Description

truck will be multi-function with boom for tree trimming and other high work, crane for pulling lift station pumps, air compressor and tools for street sign work, line of tools and equipment to make fleet field repairs

## Justification

Expenditures	2018	2019	2020	2021	2022	Total
Equip/Vehicles/Furnishings		50,000				50,000
<b>Total</b>		<b>50,000</b>				<b>50,000</b>

Funding Sources	2018	2019	2020	2021	2022	Total
Park Dedication Fund		50,000				50,000
<b>Total</b>		<b>50,000</b>				<b>50,000</b>

## Budget Impact/Other

\$200,000 total cost split equally amongst water (W-020), sewer (S-014), streets (PW-043) and parks

# Capital Improvement Plan - 2018 - 2022

2018 *thru* 2022

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority n/a

Status New Recommendation

Total Project Cost: \$15,000

Project # PR-013

Project Name Trac Hoe

## Description

Replace 2006 Case Backhoe with a more maneuverable unit. Will be outfitted with a plow for cul de sacs and other narrow streets.

## Justification

Expenditures	2018	2019	2020	2021	2022	Total
Equip/Vehicles/Furnishings			15,000			15,000
Total			15,000			15,000

Funding Sources	2018	2019	2020	2021	2022	Total
Park Dedication Fund			15,000			15,000
Total			15,000			15,000

## Budget Impact/Other

\$60,000 total cost split amongst water (W-021), stormwater (SW-006), streets (PW-044) and parks equally

# Capital Improvement Plan - 2018 - 2022

2018 *thru* 2022

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority n/a

Status New Recommendation

Total Project Cost: \$70,000

Project # PR-014

Project Name Tri-Deck Mower

## Description

Tri-Deck 10ft mower replaces 2002 model

## Justification

Expenditures	2018	2019	2020	2021	2022	Total
Equip/Vehicles/Furnishings			70,000			70,000
<b>Total</b>			<b>70,000</b>			<b>70,000</b>

Funding Sources	2018	2019	2020	2021	2022	Total
Park Dedication Fund			70,000			70,000
<b>Total</b>			<b>70,000</b>			<b>70,000</b>

## Budget Impact/Other

lease options available

# Capital Improvement Plan - 2018 - 2022

2018 *thru* 2022

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority n/a

Status New Recommendation

Total Project Cost: \$130,000

Project # PR-015

Project Name One Ton Truck

## Description

One ton hook truck replaces 2009 vehicle. Truck will have interchangeable boxes and flat beds for multiple uses.

## Justification

Expenditures	2018	2019	2020	2021	2022	Total
Equip/Vehicles/Furnishings					130,000	130,000
Total					130,000	130,000

Funding Sources	2018	2019	2020	2021	2022	Total
Park Dedication Fund					130,000	130,000
Total					130,000	130,000

## Budget Impact/Other

# Capital Improvement Plan - 2018 - 2022

2018 *thru* 2022

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority n/a

Status New Recommendation

Total Project Cost: \$25,000

Project # PR-016

Project Name Cushman

## Description

Replaces 2003 model. Used for ballfield maintenance, garbage collection and general parks maintenance

## Justification

Expenditures	2018	2019	2020	2021	2022	Total
Equip/Vehicles/Furnishings					25,000	25,000
Total					25,000	25,000

Funding Sources	2018	2019	2020	2021	2022	Total
Park Dedication Fund					25,000	25,000
Total					25,000	25,000

## Budget Impact/Other



## STAFF REPORT

DATE: May 15, 2017

ITEM #:

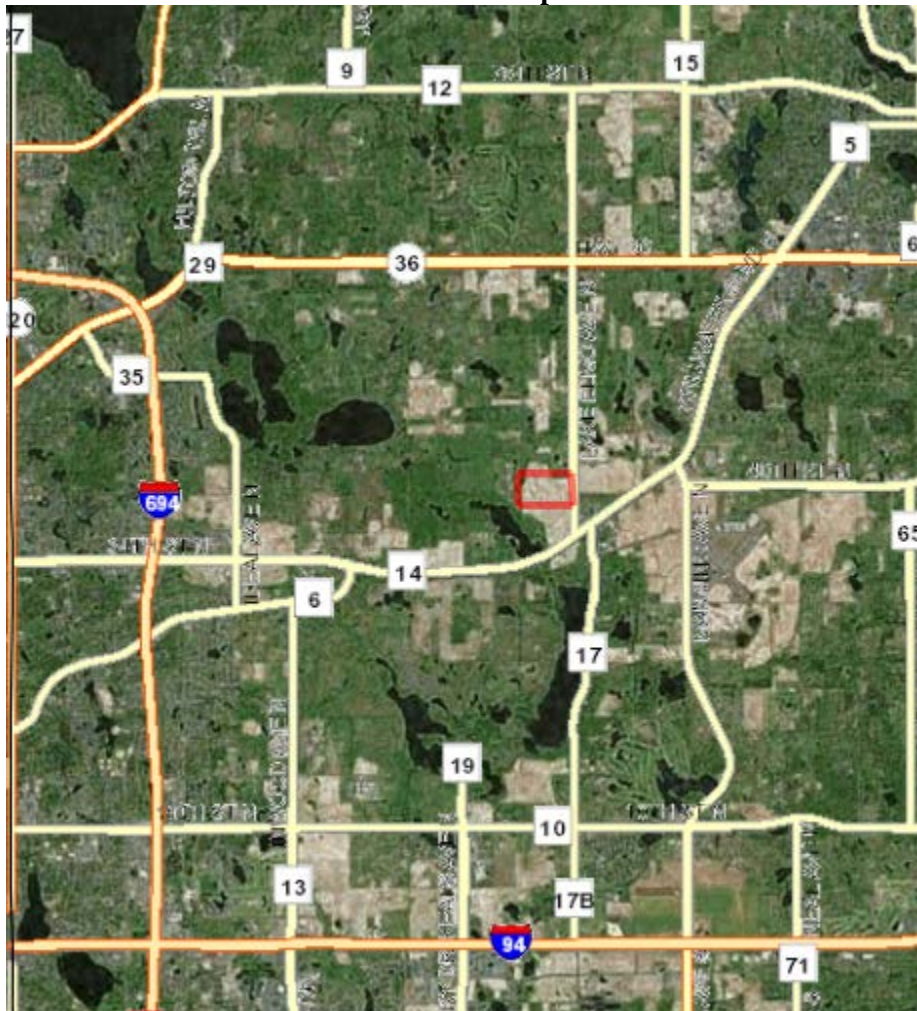
**TO:** Parks Commission  
**FROM:** Emily Becker, City Planner  
**AGENDA ITEM:** Gonyea West Concept Plan

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### BACKGROUND:

The City has received application for a Concept Plan for the Gonyea West Property. This property is located west of Lake Elmo Avenue North and consists of two parcels of land and a portion of a third owned by Schiltgen Farms. The entire area to be developed consists of 99.12 acres, and the developer is proposing 279 units.

**Location Map**



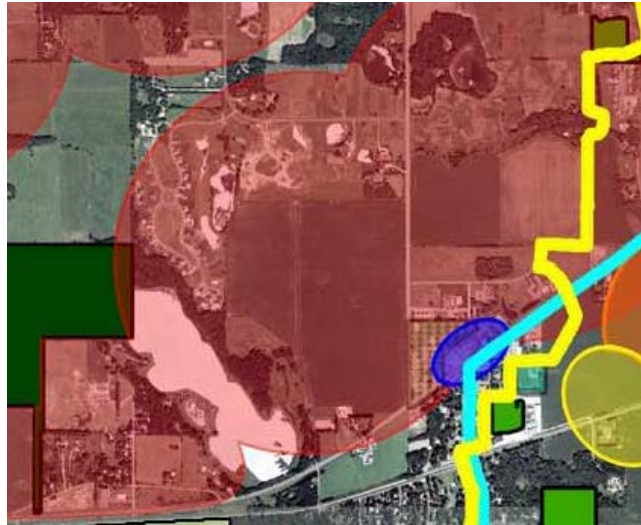


### **ISSUE BEFORE COMMISSION:**

The Commission should make recommendation on the Gonyea West proposed Planned Unit Development (PUD) Concept Plan and Preliminary Plat.

### **PROPOSAL DETAILS/ANALYSIS:**

**Parks.** The Comprehensive Park Plan identifies a neighborhood park search area over the proposed development area.



The developer has identified two recreational areas on the Concept PUD that might be considered for neighborhood parkland dedication. The first is a 0.9 acre site with a small playground, swimming pool and fitness area near the northeastern entrance to the development. The other is a 3.3 acre site labeled open space on the Concept Plan currently planned as an open green area.

The park dedication requirements for a 99.12 acres development would be 9.912 acres of parkland, or a combination of parkland or fees in lieu of parkland. Village Park Preserve (located south of Easton Village and which is also being developed by GWSA Land Development) has received Preliminary Plat approval and has proposed to dedicate 15.77 acres of parkland, which is 9.41 acres above the required amount for that development. Removing the wetland areas from the calculation results in a dedication amount of 15.37 acres. Village Preserve, which is also being developed by GWSA Land Development, paid fees in lieu of a portion of the required park land for the value of 1.57 acres. The Developer Agreement for this development indicates that this fee shall be paid as an escrow and released to the developer only upon this additional parkland being deeded to the City in an amount that satisfies the necessary parkland dedication of 1.57 acres. With the aforementioned land planned to be dedicated for Village Park Preserve above and beyond the required amount of usable parkland, less the value of land that has been escrowed and will be released back to the City, the developer would still have a remaining amount of parkland “credit” of 7.44 acres (15.37 acres of usable parkland – 6.36 acres of required parkland for Village Park Preserve – 1.57 acres credit towards parkland fees for Village Preserve). Therefore, if the developer were to dedicate a 3.3 acre site to the City for open space parkland as proposed, the parkland dedication requirement for this development would be satisfied, over and above the required amount (9.912 acres of required parkland –

3.3 acres of proposed parkland – 7.44 acre dedication credit = 0.828 acres over and above the required amount).

**Trails.** The Comprehensive Trails Plan identifies a needed trail along the north edge of the development to connect to the private Sunfish Ponds HOA trail and an east-west trail connecting Lake Elmo Avenue near 39<sup>th</sup> Street east to the private Hamlet on Sunfish Lake HOA trails on the north side of Sunfish Lake.

*Note: According to City records, the Hamlet HOA trails were paid for by the City and were supposed to have been dedicated to the City when the plat was recorded. The Hamlet HOA currently maintains the trails.*



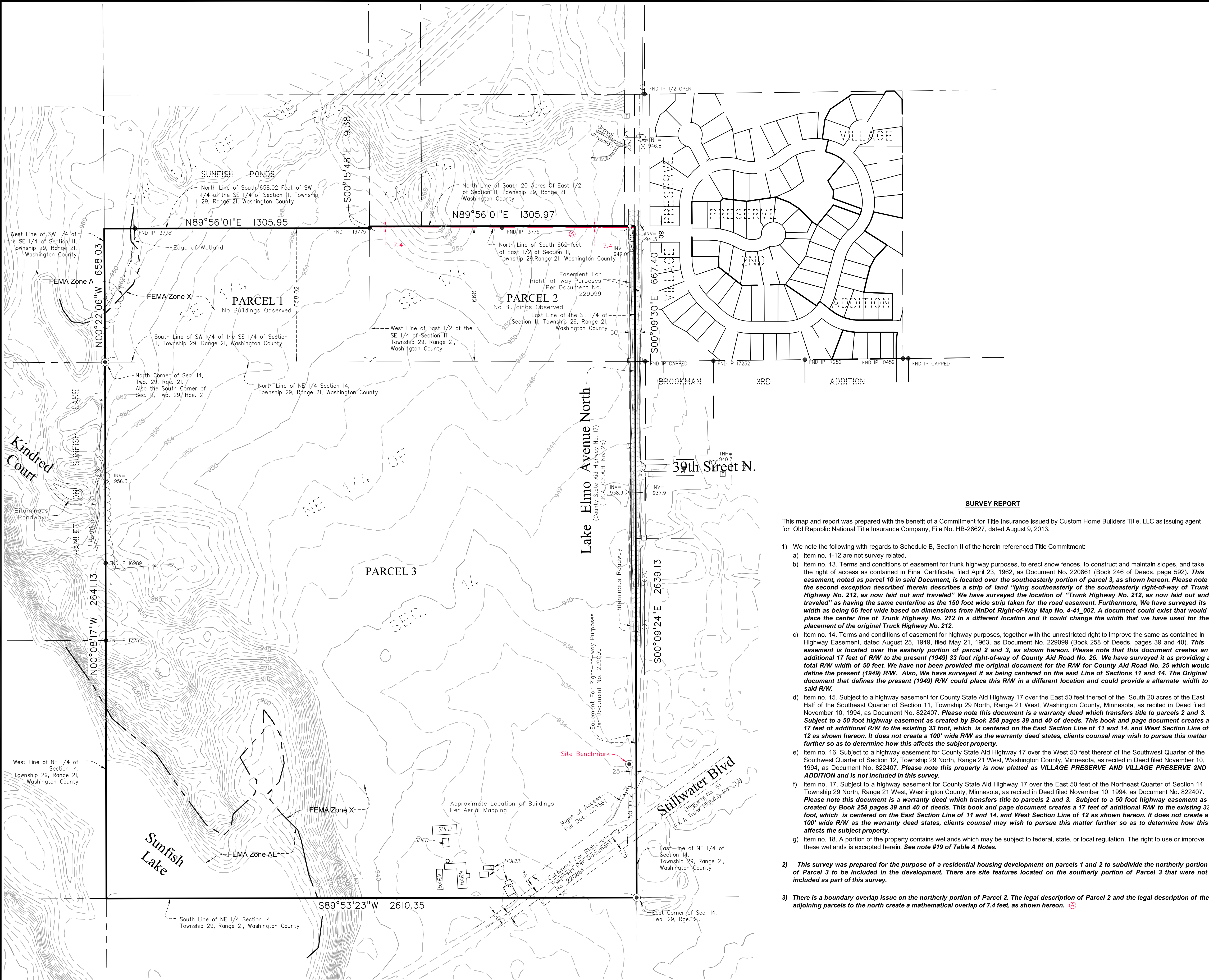
**FISCAL IMPACT:**

As explained in this report, it is not expected that the City will be receiving additional parkland dedication funds for this development.

**ATTACHMENTS:**

- Gonyea West Concept PUD Plan and Preliminary Plat





**DESCRIPTION OF PROPERTY SURVEYED**  
(Per Schedule A of the herein referenced Title Commitment)

Parcel 1:  
The South 658.02 feet of the Southwest Quarter of the Southeast Quarter of Section 11, Township 29 North, Range 21 West, Washington County, Minnesota.

Parcel 2:  
The South 20 acres of the East Half of the Southeast Quarter of Section 11, Township 29 North, Range 21 West, Washington County, Minnesota.

Parcel 3:  
The Northeast Quarter of Section 14, Township 29 North, Range 21 West, Washington County, Minnesota.

**ALTA/ACSM OPTIONAL TABLE A NOTES**  
(The following items reference Table A optional survey responsibilities and specifications)

2) **Address:** Parcel 1- Unassigned  
Parcel 2- Unassigned  
Parcel 3-10880 Stillwater Blvd N., Lake Elmo, MN 55042

3) **Flood Zone Information:** Parcel 1 is contained in Zone X (area of minimal flooding) and Zone A (Areas subject to inundation by the 1-percent-annual-chance flood event. Because detailed hydraulic analyses have not been performed, no Base Flood Elevations (BFEs) or Flood depths are shown) per Flood Insurance Rate Map, Community Panel No. 27163C0245E, effective date of February 3, 2010. Parcel 2 is contained in in Zone X (area of minimal flooding) per Flood Insurance Rate Map, Community Panel No. 27163C0245E, effective date of February 3, 2010. Parcel 3re is contained in Zone X (area of minimal flooding) and Zone AE (Areas subject to inundation by the 1-percent-annual-chance flood event determined by detailed methods. BFEs are shown within these zones.) per Flood Insurance Rate Map, Community Panel No. 27163C0245E, effective date of February 3, 2010. Please note that we have shown the division line between these zones hereon by digitizing said Flood Insurance Rate Maps.

4) **Parcel Area Information:**

<u>Parcel 1:</u>	Net- 858,947 Sq. Ft. - 19.72 Acres
<u>Parcel 2:</u>	Gross- 871,200 Sq. Ft. - 20.00 Acres ROW- 33,370 Sq. Ft. - 0.77 Acres Net- 837,830 Sq. Ft. - 19.23 Acres
<u>Parcel 3:</u>	Gross- 6,890,526 Sq. Ft. - 158.18 Acres ROW- 204,699 Sq. Ft. - 4.70 Acres Net- 6,685,827 Sq. Ft. - 153.48 Acres
<u>Total Net:</u>	Net- 8,382,604 Sq. Ft. - 192.438 Acres

5) Elevations are based on MN/DOT Geodetic Database Station Name: 8214K which has an elevation of: 935.539 feet (NAVD88). Contours shown hereon are per field observations along with LIDar data obtained from the Minnesota Department of Natural Resources on January 11, 2013.

6) The current Zoning for the subject property is RT (Rural Transitional) per the City of Lake Elmo's zoning map dated May 21, 2013. The planning department informed us per a phone call that the property is in the process of changing to Village Low Density. Per this phone call, the setback, height, and density restrictions for this zoning designation are going to be as follows: SETBACKS - Front 25 feet, Side 10 feet living and 5 feet garage, Rear 20 feet; HEIGHT - 35 feet; DENSITY - 1.5 - 2 unit per acre.

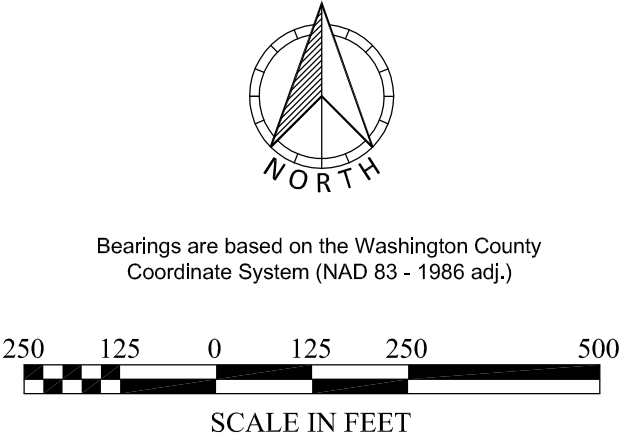
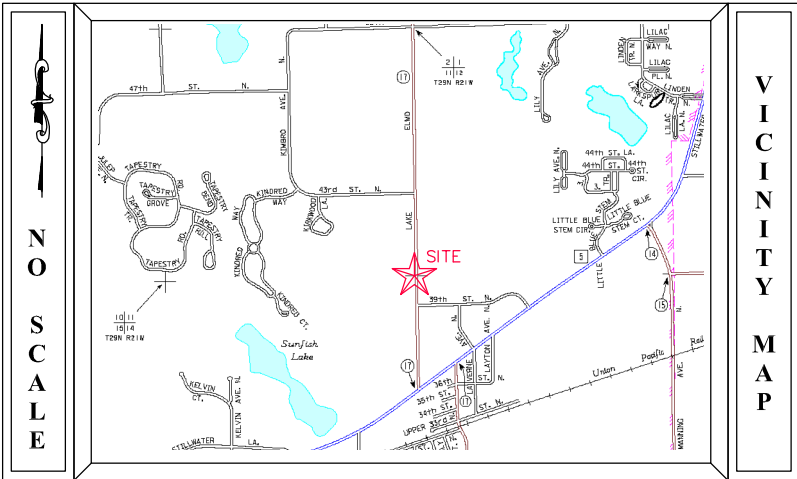
Please note that the general restrictions for the subject property may have been amended through a city process. We could be unaware of such amendments if they are not in a recorded document provided to us. We recommend that a zoning letter be obtained from the Zoning Administrator for the current restrictions for this site.

11)(a) We have shown the location of utilities on the surveyed property by observed evidence only. There may be underground utilities encumbering the subject property of which we are unaware.

19) The Wetland delineation was performed on Parcels 1, 2, 3, and the North 900 feet of Parcel 4 by Kjolhaug Environmental Service and the delineation flags were located on January 15, 2014. The remaining South portion of Parcel 4 may contain wetlands per FEMA mapping, that were not delineated as part of this survey.

**SURVEY REPORT**

- This map and report was prepared with the benefit of a Commitment for Title Insurance issued by Custom Home Builders Title, LLC as issuing agent for Old Republic National Title Insurance Company, File No. HB-26627, dated August 9, 2013.
- We note the following with regards to Schedule B, Section II of the herein referenced Title Commitment:
    - Item no. 1-12 are not survey related.
    - Item no. 13. Terms and conditions of easement for trunk highway purposes, to erect snow fences, to construct and maintain slopes, and take the right of access as contained in Final Certificate, filed April 23, 1962, as Document No. 220861 (Book 246 of Deeds, page 592), ***This easement, noted as parcel 10 in said Document, is located over the southeasterly portion of parcel 3, as shown hereon. Please note the second exception described therein describes a strip of land "lying southeasterly of the southeasterly right-of-way of Trunk Highway No. 212, as now laid out and traveled" We have surveyed the location of "Trunk Highway No. 212, as now laid out and traveled" as having the same centerline as the 150 foot wide strip taken for the road easement. Furthermore, We have surveyed its width as being 66 feet wide based on dimensions from MnDot Right-of-Way Map No. 4-41.002. A document could exist that would place the center line of Trunk Highway No. 212 in a different location and it could change the width that we have used for the placement of the original Truck Highway No. 212.***
    - Item no. 14. Terms and conditions of easement for highway purposes, together with the unrestricted right to improve the same as contained in Highway Easement, dated August 25, 1949, filed May 21, 1963, as Document No. 229099 (Book 258 of Deeds, pages 39 and 40), ***This easement is located over the easterly portion of parcel 2 and 3, as shown hereon. Please note that this document creates an additional 17 feet of R/W to the present (1949) 33 foot right-of-way of County Aid Road No. 25. We have surveyed it as providing a total R/W width of 50 feet. We have not been provided the original document for the R/W for County Aid Road No. 25 which would define the present (1949) R/W. Also, We have surveyed it as being centered on the east Line of Sections 11 and 14. The Original document that defines the present (1949) R/W could place this R/W in a different location and could provide a alternate width to said R/W.***
    - Item no. 15. Subject to a highway easement for County State Aid Highway 17 over the East 50 feet thereof of the South 20 acres of the East Half of the Southeast Quarter of Section 11, Township 29 North, Range 21 West, Washington County, Minnesota, as recited in Deed filed November 10, 1994, as Document No. 822407. ***Please note this document is a warranty deed which transfers title to parcels 2 and 3. Subject to a 50 foot highway easement as created by Book 258 pages 39 and 40 of deeds. This book and page document creates a 17 feet of additional R/W to the existing 33 foot, which is centered on the East Section Line of 11 and 14, and West Section Line of 12 as shown hereon. It does not create a 100' wide R/W as the warranty deed states, clients counsel may wish to pursue this matter further so as to determine how this affects the subject property.***
    - Item no. 16. Subject to a highway easement for County State Aid Highway 17 over the West 50 feet thereof of the Southwest Quarter of the Southwest Quarter of Section 12, Township 29 North, Range 21 West, Washington County, Minnesota, as recited in Deed filed November 10, 1994, as Document No. 822407. ***Please note this property is now platted as VILLAGE PRESERVE AND VILLAGE PRESERVE 2ND ADDITION and is not included in this survey.***
    - Item no. 17. Subject to a highway easement for County State Aid Highway 17 over the East 50 feet of the Northeast Quarter of Section 14, Township 29 North, Range 21 West, Washington County, Minnesota, as recited in Deed filed November 10, 1994, as Document No. 822407. ***Please note this document is a warranty deed which transfers title to parcels 2 and 3. Subject to a 50 foot highway easement as created by Book 258 pages 39 and 40 of deeds. This book and page document creates a 17 feet of additional R/W to the existing 33 foot, which is centered on the East Section Line of 11 and 14, and West Section Line of 12 as shown hereon. It does not create a 100' wide R/W as the warranty deed states, clients counsel may wish to pursue this matter further so as to determine how this affects the subject property.***
    - Item no. 18. A portion of the property contains wetlands which may be subject to federal, state, or local regulation. The right to use or improve these wetlands is excepted herein. ***See note #19 of Table A Notes.***
  - This survey was prepared for the purpose of a residential housing development on parcels 1 and 2 to subdivide the northerly portion of Parcel 3 to be included in the development. There are site features located on the southerly portion of Parcel 3 that were not included as part of this survey.***
  - There is a boundary overlap issue on the northerly portion of Parcel 2. The legal description of Parcel 2 and the legal description of the adjoining parcels to the north create a mathematical overlap of 7.4 feet, as shown hereon.***



**SURVEY LEGEND**

- |                        |                        |                               |
|------------------------|------------------------|-------------------------------|
| ● CAST IRON MONUMENT   | ▣ CABLE TV PEDESTAL    | ▨ BITUMINOUS                  |
| ○ CATCH BASIN          | ▣ ELECTRIC TRANSFORMER | — CONCRETE CURB               |
| ◁ FLARED END SECTION   | ○ ELECTRIC MANHOLE     | — ELG — ELECTRIC UNDERGROUND  |
| ⊥ GATE VALVE           | ⊙ ELECTRIC METER       | —x—x— FENCE                   |
| < GUY WIRE             | ⊙ GAS METER            | — GAS — GAS UNDERGROUND       |
| ⊥ HYDRANT              | ⊙ GAS VALVE            | — OHU — OVERHEAD UTILITY      |
| ○ IRON PIPE SET        | ⊥ HAND HOLE            | —>—>— SANITARY SEWER          |
| ● IRON PIPE FOUND      | ● BENCHMARK            | —>>— STORM SEWER              |
| ⊙ LIGHT POLE           | ⊙ TELEPHONE MANHOLE    | — TEL — TELEPHONE UNDERGROUND |
| ⊙ POWER POLE           | ▣ TELEPHONE PEDESTAL   | — UTL — UTILITY UNDERGROUND   |
| ⊙ SANITARY MANHOLE     | ⊙ UTILITY MANHOLE      |                               |
| 972.5 GROUND ELEVATION | ▣ UTILITY PEDESTAL     |                               |

FIELD CREW	NO.	BY	DATE	REVISION
CL, JA, SR, CT				
DRAWN				
JJA, JML				
CHECKED				
DBP				
DATE				
12-09-2016				

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To GW Land Development, and Custom Home Builders Title, LLC as Issuing agent for Old Republic National Title Insurance Company:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1 - 5, 8, 11 and 18 of Table A thereof. The field work was completed on December 2, 2016.

David B. Pemberton, PLS Minnesota License No. 40344

**SATHRE-BERGQUIST, INC.**  
150 SOUTH BROADWAY WAYZATA, MN. 55391 (952) 476-6000  
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TWP:29-RGE-21-SEC.11,14  
Washington County

**LAKE ELMO,  
MINNESOTA**

**ALTA/NSPS LAND TITLE SURVEY**

PREPARED FOR:  
**GW LAND DEVELOPMENT**

FILE NO.  
3120-047-002

**1**

**1**









## **STAFF REPORT**

DATE: May 15, 2017  
ITEM #: 7

**TO:** Parks Commission  
**FROM:** Emily Becker, City Planner  
**AGENDA ITEM:** Off-Leash Dogs

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### **BACKGROUND:**

At its April meeting, the Parks Commission expressed concern with the number of off-leash dogs within City parks. The Commission stated this was specifically an issue in Sunfish Lake Park and Reid Park; the off-leash dogs have attacked other dogs and wildlife within these parks.

The City's Animal Ordinance, Section 95.012 states the following:

#### **§ 95.012 PROHIBITION OF DOGS AND CATS RUNNING AT LARGE.**

It shall be unlawful for any person who owns, harbors or keeps a dog or cat to allow the dog or cat to run at large in the city.

#### **§ 95.014 DOGS OR CATS WHICH ARE PUBLIC NUISANCES.**

Every unlicensed dog, unsecured female dog or cat in heat, and every dog or cat that runs at large or causes disturbance, or noise, in violation of the provisions of §§ 95.008 et seq. is declared a public nuisance.

### **ISSUE FOR DISCUSSION:**

The Commission should decide what recommendation, if any, should be made to address a previously-expressed concern regarding enforcement of off-leash dogs within City parks.

### **PROPOSAL DETAILS/ANALYSIS:**

**Increased Signage.** The Commission had mentioned that there are currently signs at every entrance within Sunfish Lake Park that state that no mountain biking is allowed and that dogs need to be on a leash. Would increased signage be an option to remind visitors throughout the park of park rules?

**Increased Enforcement.** Staff has asked that the Washington County's Sheriff's Office patrol the area from time to time. Additionally, visitors of the park should make a point to call the Sheriff's Office or the City's Animal Control Officer should they see a dog in violation. There was a suggestion to contract with Washington County to have officers from the Lake Elmo Park Reserve monitor the park from time to time.

### **FISCAL IMPACT:**

Increased enforcement of off-leash dogs may require additional cost to the City.