



*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 Parks Commission
3800 Laverne Avenue North
April 16, 2018 6:30 PM**

AGENDA

1. Call to Order
2. Approve Agenda
3. Approve Minutes
 - a) March 19, 2018
4. Presentation from Consultant on Parks Chapter of Comprehensive Plan
5. Tennis Camp Proposal
6. Demontreville Ball Field
7. Sign for Sally Manzara Nature Center at Sunfish
8. May 21, 2018 Meeting Agenda
 - a) 2019-2023 CIP
 - b) Wildflower Neighborhood comments
9. Communications
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 March 19, 2018

Members Present: Commissioners Ames, Frick, Nelson, Nuenfeldt, Steele, Weeks, Zeno

Members Absent: Commissioners Mayek, Olinger

Staff Present: Public Works Director Weldon, City Planner Prchal

The meeting was called to order by Chair Nelson at 6:30 PM.

Approval of Agenda

Frick made a motion to add Public Comment to the agenda after the Approval of Minutes.

Ames seconded the motion. Motion passed.

Approval of Minutes

Motion by Frick to approve the February minutes, seconded by Zeno. Motion passed, Ames abstained.

Public Comment

Ruth Holler, 11404 Blazing Star Lane, requested that a park is established within the Wildflower and Preserve neighborhood. She stated there are many children within the neighborhoods. She would like to see it on an agenda in the near future since there is land set aside for the park.

Select Chair and Vice Chair

Handt explained that the vote at the previous meeting was done by secret ballot, which is not an allowed voting mechanism. As a public body, the public has the right to know how the commission members vote.

Weeks nominated Nelson as chair, Ames seconded the motion. Nuenfeldt nominated Frick as chair, Ames seconded the motion. Frick nominated Steele, he declined the nomination. Both Frick and Nelson accepted the nomination. Four members voted for Nelson: Ames, Nelson, Weeks, Zeno.

Weeks nominated Frick for vice chair Nuenfeldt seconded. Six members voted for Frick: Ames, Nelson, Nuenfeldt, Steele, Weeks, Zeno.

Presentation - Sally Manzara Interpretive Nature Center

Manzara gave a brief update on the progress made at the Nature Center and what the next steps will be in the near future. Including an update on the sign is being dictated by the County. The goal is to be open on June 2, 2018, with updates coming to the City Administrator.

Lions Park – Tennis Court Removal

Weldon – Capital Improvement Project - Engineering is having a difficult time with proper drainage for storm water in the area since it is very flat along Layton and 36th St.

One feasible option would be to run storm pipe along the northern edge of Lions Park. If that is done, we would be looking at removing and replacing the playground, removal of the tennis court and possibly the sand volleyball court. It is advantageous for the City to keep the pipe on City property instead of going to the north any further where the City would need to require easements on private property. This could be an opportunity to convert the court to a combined Pickleball courts and Hockey rink. The cost to convert these is approximately \$125,000. The City is looking for direction on if the Commission would prefer installing the Pickleball courts now or reinstalling the existing Tennis courts if they are removed for the pipes. It is contingent on the approval of Phase IV redevelopment by the City Council.

Questions and concerns about overall park planning were mentioned. Discussion around use of courts, dual use of lighting, additional ideas for park planning.

Pat Barrett, 9692 57th St N. She has contacted the City Administrator and Commission members about installing Pickleball courts or restriping the existing courts in one of the parks. She plays four days a week and wanted the Commission to know it is the fastest growing sport.

Steele made a motion to remove the playground equipment to be reinstalled later and to remove the tennis courts and replace them with hockey boards and 3 or 4 Pickleball courts for the installation of the storm sewer pipe along the north portion of Lions Park. Motion seconded by Ames. Motion passed.

Tennis Camp Proposal

Prchal stated that the City was approached with a public/private partnership concept by Alex Krol, the owner of Minnesota Tennis Camps. Krol is proposing the tennis camp would run Monday through Friday from 12:00 PM to 5:00 PM and last for 12 weeks during the summer.

The proposal states that 18% of earnings before expenses would be paid to the City. With the partnership contract the City would have limited involvement, advertising for the camp through Facebook and the Fresh and allow usage of the tennis courts agreed upon. Staff believes this would be a good opportunity for the City to earn funds to reinvest in the parks.

There was discussion around using all courts for private not public use. Nuenfeldt's suggestion was to leave at least one court in each park open for public use. There was discussion about profit sharing numbers with the Tennis camp, regarding percentage and whether it would be profitable compared to the additional wear on the park. Ames added that it could be a positive to increase appropriate use of parks that are known to have inappropriate activity.

Steele made a motion to approve staff to continue to work with Alex Krol regarding a tennis camp, seconded by Zeno. Motion passed.

Adopt-A-Park

Weldon said the Adopt-a-Park program would be a two-year term when a group signs up. There have been three groups that have already approached the City with

interest in this program. The group would have to sign a waiver to not hold the City responsible for any injury that may occur during cleanup.

George Johnson, 3070 Lake Elmo Ave. He just retired and would like to remove Buckthorn at Sunfish Lake Park. He also said he would be willing to go to organizations after he begins working and discuss his experience.

Steele made a motion to approve the Adopt-a-Park program, seconded by Ames. Motion passed.

April Meeting Agenda

Demontreville Park

Design for the 45th Parallel

Trail Connectivity Guidelines

Lions Park Water Management Update

Reid Park Update

Staff Reports and Commission Update **Communications**

Prchal gave an update on Central Greenway. The County created a Pop-Up Event to capture Nordic skiers' opinions. They also had a Community Advisory Panel meeting. SASCA proposal will be going to the April 3 Council Meeting.

Meeting adjourned at 8:43 p.m.

Respectfully Submitted,
Tanya Nuss



STAFF REPORT

DATE: April 16, 2018

REGULAR

ITEM #: 5

MOTION

TO: Parks Commission
FROM: Ben Prchal, City Planner
AGENDA ITEM: Tennis Camp
REVIEWED BY: Emily Becker, Planning Director

BACKGROUND:

The City of Lake Elmo has been approached by Alex Krol a member of the Professional Tennis Registry and certified tennis instructor. Alex is also the owner of Minnesota Tennis Camps and has approached the City with the idea of a public/private partnership. After discussing the proposal at the March 19th 2018 Parks Commission meeting staff was able to incorporate comments from that meeting into the proposal.

PROPOSAL:

The City would allow Alex Krol to host a tennis camp in one or more of the Lake Elmo parks. Some of the more important details of the camp are outlined below.

- The camp would run from 12 – 5 PM
- The camp would be located at Pebble Park with Alex having the right to use 2 of the 3 courts from 12 – 5. The possibility to expand into Tablyn may be discussed further if there is a need.
- The City would accept 21% before expenses are accounted for
- Alex must submit to the City background checks for all instructors that will be affiliated with the camp in Lake Elmo
- The City would be placed on the Minnesota Tennis Camps insurance policy

The City would allow the tennis camp to have our public courts reserved for specific times during the day throughout the summer. Alex is proposing that the hours of the camp range from 12:00 to 5:00 PM with children 10 and over practicing for 5 hours and children 9 and under practicing for 3 hours. The camp will run Monday through Friday and last for 12 weeks during the summer. City involvement is intended to be very limited, and advertising by the city would be done through the Fresh, City Facebook page, or newsletter if timing allows.

Impact to Users:

The courts would be reserved to facilitate the needs of the camp from the currently proposed hours of 12:00 - 5:00 PM. It is possible that residents would like to use the courts at that time. Though, keep in mind that there are several locations for users to play. Such as Tablyn, Pebble, and Oak Land Park Jr. High. However, the school courts do have a restriction on them. Fortunately staff had a chance to speak with the Schools Manager of facilities/Site operations and they indicated that residents could not use the courts when school activities were being held. This could include a physical education course or school tennis practice. Though, school activities would take up far less time on the courts during the summer. Currently there is a 3M tennis group that will be reserving those courts starting at 5:00 PM for 3 nights a week. As stated before Alex is proposing that it run for 5 days a week. If the commission finds the number of days to be too intrusive we can reduce the number.

FISCAL IMPACT:

There will be some cost as the City will need to consult the City attorney regarding the contract. After communication with the City's insurance provider, they indicate that rates would not change due to the program.

ISSUE BEFORE THE COMMISSION:

How would the Parks Commission like to proceed with allowing the reservation of tennis courts for a tennis camp?

- Allow the camp
- Not allow the camp

RECOMMENDATION:

Staff feels that this would be a good opportunity for the City to expand its parks program by providing an opportunity for local youth to be involved in an activity while using Lake Elmo facilities. Staff also does not necessarily see that there is a huge difference between this proposed use and how ball fields are used for youth baseball. Also, the proposed contract would only be established to run for one year (season). This way if there did happen to be issues the City could easily opt out or make the appropriate adjustments.

Staff is recommending approval of the proposal with amendments.

OPTIONS:

- 1) Recommend approval of proposed the tennis camp.
- 2) Recommend denial of the proposed tennis camp.
- 3) Recommend approval of tennis camp proposal with amendments.

ATTACHMENTS:

- Proposal
- Tennis Court Map

Proposal: Minnesota Tennis Camps Will Enter Into a Public/Private Partnership With The City of Lake Elmo

Goal: To Run a Tennis Camp and Academy Monday Through Friday For The 12 Weeks of Summer

Camp/Academy Specifics:

- The tennis camp philosophy is to just introduce the child to tennis, teach them a few skills, but then basically let them have fun. I call this the Fun In The Sun part of my tennis camp. Other parents are really interested in teaching the rigor of tennis, having it technique focused and preparing the child for competition. A child of any age or level can participate in this. This is the academy side of my camp.
- My program would run for 5 hours daily. I plan to have staggered start times to separate older and younger children. The Academy portion of my program will run for 5 hours with the fun in the sun campers leaving two hours earlier, only lasting for 3 hours.
- Both the tennis camp and academy will be run noon to 5 or noon to 3, as these hours are the least utilized by other people for public use.

Philosophy: It is my belief that other camps often fail when they only base groups on age and skill level, but don't consider the goal of the parents and campers. Specifically, whether they just want to learn tennis for recreation or for more serious competition.

Business Overview: Even though I hope Lake Elmo would help Minnesota Tennis Camps find clients, Minnesota Tennis Camps already has a lot of clients in Mahtomedi and Woodbury, which are short distances away from Lake Elmo. Many of these clients do not want to travel to St. Louis Park, where I have a similar set up. It is my business philosophy that location is a huge factor when parents decide upon summer camps. If Minnesota Tennis Camps can place a few strategic locations around the twin cities, we will help parents get quality tennis training or just Fun In The Sun near them. Also, the type of rigorous tennis training we will partake in, can only be found in tennis clubs or Lifetime Fitness centers. It is our mission to bring this type of training to a public court near you, for a much more reasonable price. Minnesota Tennis Camps also gives out scholarships based on financial need. This is something that needs to be agreed to by both parties.

Business/Financial Specifics:

- Minnesota Tennis Camps would be an independent contractor of the City of Lake Elmo
- Minnesota Tennis Camps is responsible for registrations.
- Lake Elmo would take 21% of revenues before expenses are accounted for.
- Minnesota Tennis Camps would be responsible for providing instructors and equipment.
- Minnesota Tennis Camp would be responsible for providing background checks to the City for all instructors affiliated with the camp in Lake Elmo.
- Minnesota Tennis Camps will place the City of Lake Elmo on the camps insurance plan.
- The City of Lake Elmo allows Minnesota Tennis Camps to use 2 of the 3 courts in Pebble Park.

Pricing:(Even though the cost of the camp may be a little more than what is done with park and rec programs, it is about half the cost of a tennis club or a Lifetime Fitness. Remember this is every day 3 or 5 hours which is many more hours than a park and rec program.)

Fun In The Sun 5 hour camp:	\$50 per day	\$225 per week	\$2200 all 12 weeks of summer
Fun In The Sun 3 hour camp:	\$40 per day	\$180 per week	\$1900 all 12 weeks of summer
Academy 5 hour camp:	\$65 per day	\$275 per week	\$2500 all 12 weeks of summer
Academy 3 hour camp:	\$50 per day	\$225 per week	\$2200 all 12 weeks of summer

For more specifics on Minnesota Tennis Camps please go to Minnesotatenniscamps.com or just call me at 952-688-2945.

As I mentioned, I currently work with the City of St. Louis Park in a similar partnership. Please contact Jim Lombardi there at 952-924-2538 with any questions.

One more note: If things go well with the junior program, I would be open to also starting an adult program as well.

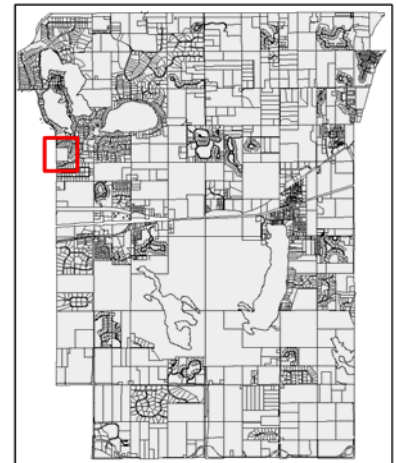
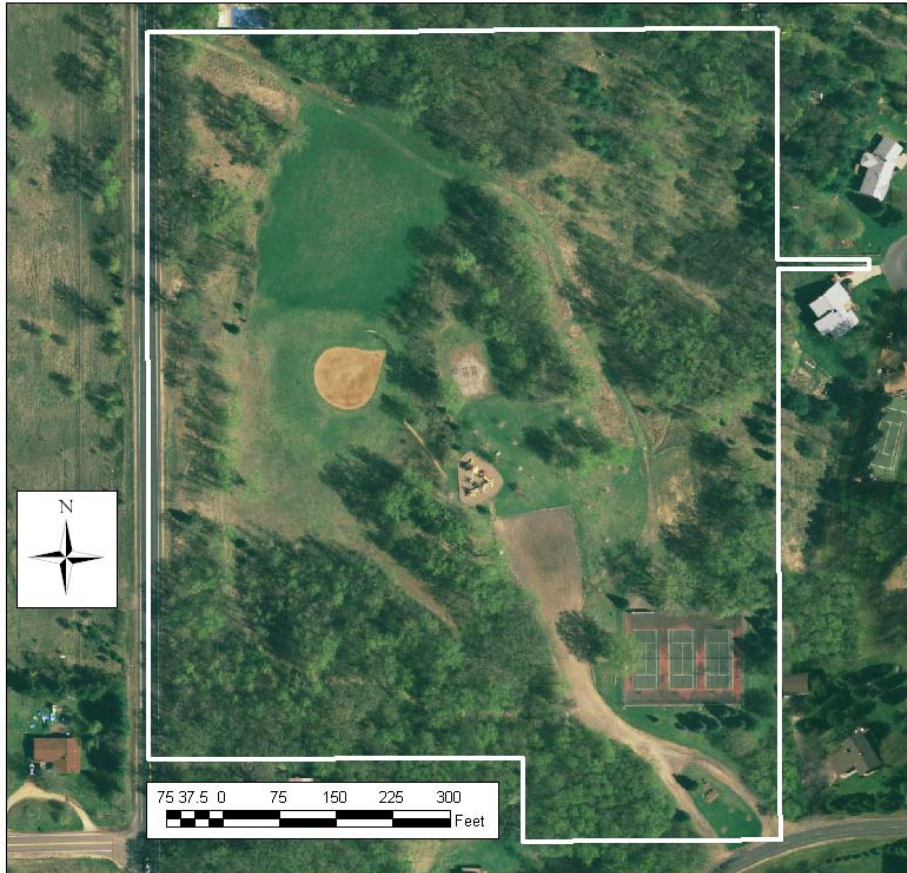
I hope this will be a good partnership for both parties involved!

Thanks,

Alexander Krol

Pebble Park

Pebble Park, located on the west city line, was once a 3M gravel pit. The rim of the pit offers an unpaved parking area nestled among a playground, tennis courts, and a basketball court. The bottom of the pit is now a ball field. The south and northeast ends of the park features a rolling wooded terrain with sets of easily accessible trails.



Classification: Neighborhood Park

Location: 8160 Lake Jane Trail North

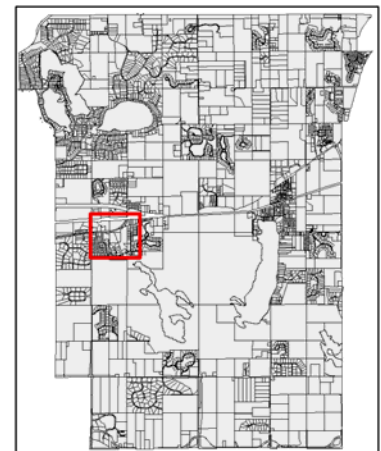
Size: 17 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
natural parkland natural resource area	picnicking trails - walking, jogging	playground lighted tennis courts basketball court softball field sliding hill trails - mountain bike	off-street parking restrooms - portable water fountain

Tablyn Park

At Tablyn Park, located along a gully, high ground features a paved parking area and tennis courts with a connecting paved trail. The trail leads one on a gentle switchback past the tennis courts down to the gully. Here the trail passes by a picnic area, a playground and the softball field. A wooden stairway connects the field with the parking area located at the top of the hill. In winter, one of Lake

Elmo's most popular sledding hills can be found here.



Classification: Neighborhood Park

Location: 8735 Stillwater Boulevard North

Size: 8.6 acres

Natural Features

Passive Uses

picnicking
trails - walking,
jogging, biking

Active Uses

playground
tennis courts
basketball court
softball field
football/soccer field
sledding hill

Other Facilities

off-street parking
grills
restrooms - portable



STAFF REPORT

DATE: April 16, 2018

REGULAR

ITEM #: 6

MOTION

TO: Parks Commission
FROM: Ben Prchal, City Planner
AGENDA ITEM: Baseball Field – Demontreville Park
REVIEWED BY: Emily Becker, Planning Director

BACKGROUND:

The 2018 – 2022 Capital Improvement Plan for Demontreville Park states that \$75,000 is reserved to add a new field and to regrading/update the current baseball field while also adding fencing/tipped backstop. Being that the Mahtomedi Baseball Association is the most frequent user of the park staff had reached out to them for recommendations on dimensions for the new field. After a few conversations they indicated that the park size is too restrictive to effectively put two fields in the park. They further elaborated that if two fields were to be used for games or practice the parking lot would quickly fill up. They have provided drawings and dimensions which have been included into this report.

PROPOSAL:

Only one field will be located in the park, the association would like to rotate the field so that home plate is closer to the parking lot. This provides easier access for parents to view the game as well as keep an eye on the playground.

Dimensions and Items requested are as follows:

- 90' sport lime field
- Base anchors at 60', 65', and 75'
- Backstop 20' high w/6' overhang
- 8' infield fence extending 100' from home plate
- Optional: 6' fence extending 220' from end of 8' fence and continuing through the outfield

ISSUE BEFORE THE COMMISSION:

Does the Parks Commission have any comments relating to the field configuration or changes from the original CIP?

FISCAL IMPACT:

\$75,000 has been reserved for the construction of a new field as well as the addition of fencing.

RECOMMENDATION AND STAFF COMMENTS:

Considering that Mahtomedi Baseball uses the field the most, from a staff perspective, it seems to make sense to build off of their recommendations for the field. The new field would feature multiple “anchors” to extend or shorten the baseline so that multiple age groups can use the field. Staff recommends approval of the amendment.

Though the associations is suggesting that we rotate the field, rotating the field will increase the costs to the city and possibly incur more than what has been budgeted. Staff does not disagree with the idea of only one field at the park, but to save on funds it should remain in the same location.

OPTIONS:

- 1) Recommend denial of the amendment and develop a design to build as proposed on CIP

- 2) Recommend approval of the amendment to the CIP and build as proposed by the Mahtomedi Baseball Association

ATTACHMENTS:

- New ball field configuration
- Demontreville Park 2018-2022 CIP



TITLE: Demontreville Field		
SIZE	Job Name	REV
B	Baseball	A
3/7/18		



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 Active

Total Project Cost: \$75,000

Project # PR-003

Project Name Demontreville Park Improvements

Description

Addition of a field at Demontreville Park

Cost estimates:

2018:

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

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	75,000					75,000
Total	75,000					75,000

Funding Sources	2018	2019	2020	2021	2022	Total
Park Dedication Fund	75,000					75,000
Total	75,000					75,000

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



STAFF REPORT

DATE: April 16, 2018

REGULAR

ITEM #: 7

MOTION

TO: Parks Commission
FROM: Ben Prchal, City Planner
AGENDA ITEM: Sign for Sally Manzara Nature Center
REVIEWED BY: Emily Becker, Planning Director

BACKGROUND:

Representatives of the Sally Manzara Nature Center reached out to City staff inquiring about adding signage for their nature center. Staff recommend adding a third bar to the current entrance sign for Sunfish instead of installing a new sign. Staff was able to find the manufacturer of the original signs and put the two in touch to create a rendering for review. There were a few factors that played into this recommendation. Staff took into considered that the organization has limited funding and this option would be less costly than erecting a new sign, this also eliminates having multiple signs, and it would maintain constancy.

PROPOSAL:

The nature center is requesting permission from the City to allow them to purchase a separate bar of their own to add to the current Sunfish Lake Park sign. Does the Parks Commission have an issue or further comment related to this proposal?

FISCAL IMPACT:

There is not expected to be a fiscal impact to the City.

RECOMMENDATION:

Staff feels that it would be appropriate to allow the addition of a third bar to the current Sun Fish Lake sign as it is an added amenity to the park and this will maintain consistency for signage. Staff is recommending approval as shown in the included rendering.

OPTIONS:

- 1) Recommend approval of the additional bar.
- 2) Recommend denial of the additional bar.

ATTACHMENTS:

- Graphic of proposed sign.

15-1/2"

96"

Sally Manzara Interpretive Nature Center



1-1/4" THICK SANDBLASTED EXTIRA PANEL
PAINTED MP 33030 GREY SATIN FINISH (PANTONE 7540)
BRACKETS ON EACH END TO ATTACH TO EXISTING POSTS.

1
1

PROPOSED: NEW SANDBLASTED EXTIRA PANEL FOR EXISTING SIGN.

SCALE: 1/2" = 1' - 0"

PROJECT	SALES: JC DESIGN:MW	SIGN TYPE
CITY OF LAKE ELMO	DATE: 03.07.18 REV: 04.09.18 REV:	SANDBLASTED EXTIRA PANEL FOR EXISTING SIGN

PAGE: 1