



*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
August 17, 2020 6:30 PM**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
 - a) July 20, 2020 minutes
5. Public Comments
6. Trail Source Communication on Sunfish Trails
7. Review Sunfish Lake Kiosk Sign Plan
8. Review Finishing itmes for Ivywood Park
9. September 21, 2020 Meeting Agenda
10. Communications
11. 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 July 20, 2020

Members Present: Commissioners- Mayek, Olinger, Schumacher and Weeks

Staff Present: City Planner- Prchal, Public Works Director- Powers

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

Announcements

None

Approval of Agenda

Weeks motioned to approve the agenda, seconded by Schumacher.

Agenda was approved unanimously.

Approval of Minutes

- a) No minutes to approve

Public Comments

None.

Review of 2021-2025 CIP

Prchal presented the 5 year 2021-2025 CIP and outlined the proposed projects that are planned for development in the coming years. There was a discussion between the commissioners outlining the need and desire to be establishing trail connectivity between developments. The Commission voted to amend the proposed CIP by adding a \$200,000 expenditure for the years 2021-2023 to connect trails between developments.

Mayek motioned to recommend approval of the CIP with amendment(s). Seconded by Olinger. Motion passed unanimously by a 4-0 vote.

Review of Schiltgen Farm Concept PUD

Prchal provided a presentation on the proposed concept PUD for the Schiltgen PUD Concept.

The report outlined the proposed park/open space and trail network throughout the development. There was a discussion on the needs of the City and of the neighborhood regarding parks with the focusing on the lack of park accessibility for the neighborhood.

Mayek motioned to recommend to decline the proposal due to the lack of information to make an appropriate recommendation, and instead recommends to guide the developer to plan for the recreational needs for the residents that they anticipate will



STAFF REPORT

DATE: 8-17-2020
REGULAR

TO: Parks Commission
FROM: Ben Prchal, City Planner
AGENDA ITEM: Kiosk Signage within Sunfish Lake Park
REVIEWED BY: Ken Roberts, Planning Director
Marty Powers, Public Works Director

BACKGROUND:

The City of Lake Elmo Parks Commission and City Council approved a Capital Improvement expenditure of \$120,000 for the development of bike trails in Sunfish Lake Park. With the trails and project nearing completion it is now time to seriously consider improving the main kiosk sign.

ISSUE BEFORE THE PARKS COMMISSION:

Does the Parks Commission believe a new kiosk sign should be installed in Sunfish Lake Park?
Should the City allow sponsorship signage in Sunfish Lake Park?

Signage:

Trail Signage

With the added amenity of bike trails, it is anticipated that the number of users in the park will increase and/or become more diversified. With the user type expected to vary, the majority of the proposed trail is designed to mitigate the speed at which a bike will cross a walking path. At these crossings brush has been cleared, rocks have been used to slow the speed of riders, and signage is being installed.

Kiosk Signage

With additional trails being added into the park and some of the existing trails being “removed” (*In the sense that they will not be actively maintained*) the overall trail map will need to be updated. Included with this report is an example of the kiosk sign, prepared and provided by Weeks-End Signs. The sign will hold the park rules and expectations of the users within the park.

Knowing that the new trails will provide value to bikers and walkers in the winter it may be appropriate to consider winter rules. This could be a relatively small section stating:

- Walkers and Bikers must stay off of ski trails
- Bikers yield to walkers

Sponsor Signage

The City Council has asked the Parks Commission to consider the allowance of individual sign spaces for sponsors (private businesses) or volunteer groups that invest their time or funds into the park. The Council proposed the idea of allowing businesses to purchase a space, which would show their name and address on a City map. The intent of the process would be to generate revenue, similar to lions, which would then be reinvested into the park. It would also be beneficial to the local businesses in that users of the park would see the business and hopefully visit after use. Although, the Sunfish kiosk area is structured much differently than the Lions ball field, the City may still want to consider having a “sponsorship” space. Multiple locations and options could be considered but Staff does believe it needs to be independent from the Park Sign. Considering that the sign would serve more as a City map it may be appropriate to build an addition on to the existing kiosk.

FISCAL IMPACT (Estimated):

\$120,000 was reserved for the development of the bike trails and the awarded contract settled at \$111,682.21 which leaves \$8,317.79 for signage investment. At this time Staff is in the process of finalizing the signage costs for the trail network directional signs but there should be plenty left over between the network signage and the kiosk.

The proposal provided by Weeks-End Signs came in at \$455. However, Staff is expecting some changes/edits so it may be prudent to recommend a not to exceed amount of \$500. The City would then need to install the signs.

OPTIONS:

Staff is requesting that the Parks Commission review and comment on the draft kiosk sign.

The Parks Commission may:

1. Recommend approval of the sign as proposed.
2. Recommend approval with amendments.
3. Recommend denial of the kiosk sign.

RECOMMENDATION:

“Recommend approval of the proposed Kiosk Sign with a not to exceed amount of \$500”

“Recommend allowing sponsorship signage in Sunfish Lake Park improvement not to exceed \$500”

ATTACHMENTS:

- Draft Kiosk Sign



KATHY WEEKS
WeeksEndSigns@AOL.COM

Call
651.779.0307

ESTIMATE

DATE 8/12/20

CLIENT City of Lake Elmo - Parks Division PHONE

Lake Elmo, MN

CONTACT PERSON(S) Ben Prchal

Marty Powers

~ PLEASE DO NOT PAY
OFF OF THE QUOTE ~

~ AN INVOICE WILL BE GENERATED ~

QTY	DESCRIPTION	AMOUNT	AMOUNT
1	2' x 3' aluminum composite panel w/high per. vinyl graphic - single sided - does not include install		\$125.00
2	2' x 3' aluminum composite panel w/high per. vinyl graphic - single sided - does not include install	\$160/ea	\$320.00
All Sales are C.O.D. Payment due on receipt			
Thank you! We appreciate your business.		TOTAL	\$455.00

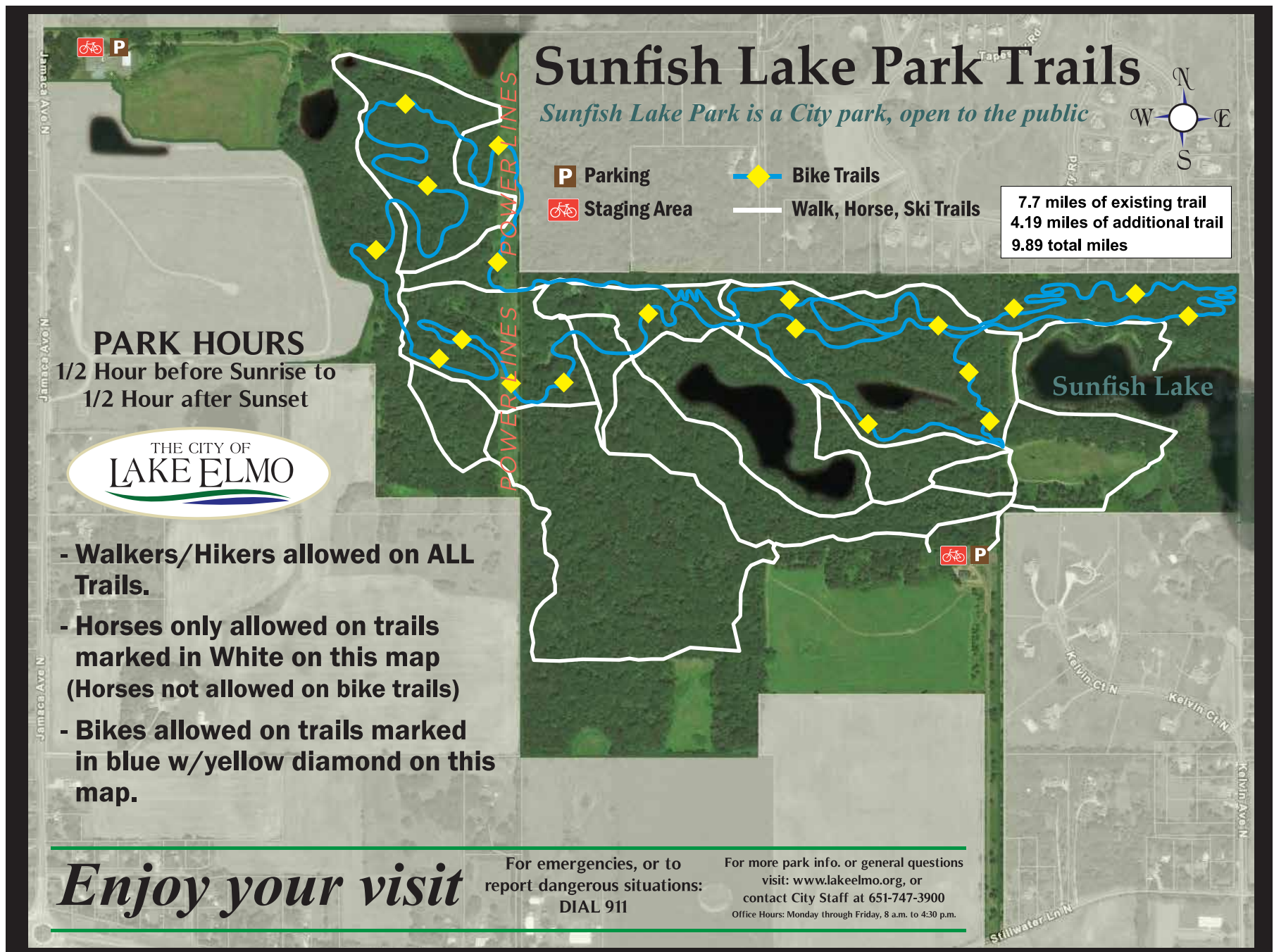
This quote is valid for 30 days. Payment accepted by check or cash.



Existing / Current signs at Sunfish today



Draft proposal - 2 signs @ 3' x 4'
1 sign @ 2' x 3'



Draft proposal - 3' x 4' sign - Trails map and rules



Draft proposal - 2' x 3' sign - Re-enforcement of Rules

Enjoy your visit

PARK HOURS 1/2 Hour before Sunrise to 1/2 Hour after Sunset

PLEASE OBSERVE PARK REGULATIONS

All City ordinances enforced.

- No motorized vehicles allowed on the trails.
- Dogs **MUST** be kept on leash; pet owners Are required to clean up after pets.
- No alcoholic beverages allowed.
- No glass containers.
- Trails closed to horses from first snow to May 15, during rainfall and when trails are wet. Horses **NOT** allowed on Bike trails.
- No walking on snow ski tracks

For emergencies, or to
report dangerous situations:
DIAL 911

For more park info. or general questions
visit: www.lakeelmo.org, or
contact City Staff at 651-747-3900
Office Hours: Monday through Friday, 8 a.m. to 4:30 p.m.

BICYCLE REGULATIONS:

- **NEVER** ride, run, or walk on wet or muddy trails.
- Bikers must yield at all intersections & to non-bikers.
- Bikers must announce yourself when passing.
- When safe - use both brakes to prevent skidding, of rear wheel.
- Leave no trace.
- Ride within your limits and control your Bicycle.



Draft proposal - 3' x 4' sign - Rules & Regulations

live in the neighborhood. Seconded by Olinger. Motion passed unanimously by a 4-0 vote.

Review of Inwood Park Naming

Prchal provided a presentation of the names that were suggested for the park in Inwood. The Commission held a discussion on the provided names and inevitably decided to suggest two names to the Council. Through the discussion the Commission settled on Ivywood Park and Westwood Park.

Olinger Motioned to recommend Ivywood Park as the first choice and Westwood Park as the second choice. Schumacher provided the second. The recommendation passed unanimously by a 4-0 vote.

Review of Easton Village Park Naming

Prchal provided a presentation of the names that were suggested for the park. The Commission held a discussion on the provided names and inevitably decided to suggest two names to the Council. Through the discussion the Commission settled on Runway Park and Pilot Park.

Weeks Motioned to recommend Runway Park as the first option and Pilot Park as the second option. Mayek provided a second. The recommendation passed unanimously by a 4-0 vote.

March 16, 2020 Meeting Agenda

- 1) No items at this time.

Communications

The communication focused on signage needs for bike trail throughout the trail network as well as the main kiosk sign. There was also a discussion around the crossings and how some may need to be improved to slow riders down.

Meeting adjourned at 8:00 p.m.

**Respectfully Submitted,
Ben Prchal, City Planner**



STAFF REPORT

DATE: 8-17-2020

REGULAR

TO: Parks Commission

FROM: Ben Prchal, City Planner

AGENDA ITEM: Ivywood Park Improvements, Park within Inwood Development

REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND: The City approved the installation of Pickle Ball Courts, Pavilion, and seating in Ivywood Park. With the main install nearing completion it may be appropriate to consider adding some additional details/touchups into the park.

ISSUE BEFORE THE COMMISSION: Would the Commission like to consider the installation of the recommended improvements/touch up items?

PROPOSAL DETAILS/ANALYSIS:

Seeding:

Staff believes it would be beneficial to hydro seed the work area to help expedite the growth process of the grass as opposed to a hand sown seed. There are other methods but hydro seeding is less burdensome than sod and less expensive. The Hydroseed method also holds more moisture and locks the seed in place, which holds better than other methods such as a straw blanket.

Trees:

During the original development presentation for the park there was the conversation of adding trees into the park. Being that the park has come in under budget there is an opportunity to provide for the park. A mix of trees may be appropriate, such as a pine (spruce) and maple for shade around the pavilion. Trees will also help dress up the park.

Sidewalk:

The area of land between the street (Ivywood Circle) and pickle ball courts will remain muddy for quite some time and although the grass will eventually grow a path will also be a nice amenity for access to the courts. The public works department will perform the final grade, installation of the hydroseed, tree planting, and asphalt sidewalk which will help save on cost.

FISCAL IMPACT: The original budget for the project came to \$150,000 and the City Council approved an expenditure of \$145,549.69. However, a donor came forward to purchase the pavilion which saved the City \$44,000. With that in mind Staff believes it would be beneficial to round out the project with the discussed items in the report.

Touch up Items:

Hydroseed -	\$1,000
Black Dirt Finish -	\$2,500
Asphalt Path (<i>street to court</i>) -	\$1,500
Balsam Fir Tree (6) -	\$900
Shade Tree (6) -	\$900

Total	\$6,800
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With the pavilion being donated, adding the above referenced improvements will not cause the overall project to exceed the budgeted amount for the parks development.

OPTIONS: 1) Approve touch up items
2) Deny touch up items
3) Table the remaining items to finish the project

RECOMMENDATION: *“Motion to recommend approval of an expenditure of \$6,800 to apply finishes to the park”*