



City Council
DATE: 1/8/2018
Regular Agenda

AGENDA ITEM: 2019 Parks Commission Work Plan
SUBMITTED BY: Ben Prchal, City Planner
REVIEWED BY: Kristina Handt, City Administrator
Rob Weldon, Public Works Director
Ken Roberts, Planning Director
Parks Commission (12.17.2018)

BACKGROUND:

Per section 32.092 of the Lake Elmo City Code, the Parks Commission is to develop an annual work plan, including a list of projects, points of interaction on projects, programs, and goals for the year. Staff drafted the 2019 Parks Commission Work Plan based off expected park needs.

The Plan reaffirms the overall goals of the Parks Commission and outlines projects that will be worked on throughout the year, yet has the flexibility to respond to priorities and other needs as they emerge. The projects are broken down into the following categories:

- **Planning and Policy** – This section addresses the larger long term park projects and funding opportunities.
- **Development & Equipping** – Projects that will be carried out in the following year.
 - This would be limited to projects approved through CIP.
 - This gives opportunity to break down specific tasks associated with developing and equipping.
- **Maintenance & Refurbishing** – Projects in this category are carried out by public works staff and does not rely on the parks fund for funding.
- **Nature & Conservation** – What specific activities can the Parks Commission carry out this year to promote open space character and commitment to the environment via nature observation amenities and targeted conservation programs?
- **Park Awareness** – Establishes the goals and ways in which staff and the commission can receive feedback from the community.
- **Finance** – Outlines how Parks Commission would like to spend and budget Parks and Recreation funds.
 - This will of course go hand-in-hand with planning and audit but this specifically should focus on next tasks to be carried out in terms of budget.

ISSUE BEFORE CITY COUNCIL:

Would the City Council like to add or remove items from the 2019 Parks work plan or shall it proceed as it has been drafted?

DETAILS AND ANALYSIS:

There are many proposed changes from the 2018 to the 2019 parks work plan. Because of this, staff has not provided a redlined version and instead will call out some of the changes.

Planning and Policy – Many of the edits are intended to match the current status in the planning process. However, there were a few sections removed as they were related to the 2040 Comprehensive Plan. Since the plan is already out for adjacent jurisdictional review and will soon be sent to the Met Council, these sections have lost their relevance.

Development & Equipping – This section has changed substantially and tends to follow the plans within the Parks Capital Improvement Plan. There is no carry over from 2018. While reviewing the work plan the commission also voted to install a 4” water service and seal the existing well within Pebble Park and grade the existing drive area. This expense is expected to cost \$40,000. Since Lake Jane Rd. is going to be under construction in the coming year, it made the most sense to install water at this time (2019).

Maintenance & Refurbishing – The only section removed from the 2018 work plan is related to Ridge Park. Staff believes it would be beneficial to leave the equipment where it sits and improve landscaping to help reduce the moisture when present. This being the short term fix, the long term solution would be to add this park to the CIP and revamp the playground through that process instead of just moving equipment.

Park Awareness Plan – Staff is in the process of establishing a method to gather survey data from residents and believes this to be a good way of acquiring relevant information.

OPTIONS:

1. Approve the Parks Commission 2019 Work Plan as presented.
2. Amend the Parks Commission 2019 Work Plan as presented.

FISCAL IMPACT:

Outlined in the Work Plan and Capital Improvement Program and the Development & Equipping section of the work plan.

RECOMMENDATION:

Staff recommends the following motion:

“Motion to approve the 2019 Parks Commission Work Plan.”

ATTACHMENTS:

1. 2019 Parks Commission Work Plan



2019 Parks Commission Strategic Plan of Work

The City of Lake Elmo Park Commission has affirmed their overall goals to be:

- 1) Ensure that our parks and trail system are constructed / maintained.
- 2) Provide recreational amenities that will attract more users of public lands as well as property tax payers to the City.
- 3) Create a safe environment in all our parks.
- 4) Serve as a review body to make sure the “open space” character development is preserved in new developments.

With the broader priorities defined, the 2019 Park Commission Strategic Plan of Work has been broken down into six segments: Planning & Policy; Park Development & Equipping; Maintenance & Refurbishing; Nature & Conservation; Park Awareness; and Finance.

Status and Timeline (projected months in which project will be brought to Parks Commission meeting) are also indicated in order to better manage goals and objectives.

Planning and Policy			
Assess future park needs.			
Project	Specific Tasks	Status	Timeline
Work with the County on implementing the Central Greenway Trail Master Plan.	<ul style="list-style-type: none"> Assist Washington County when necessary. Schedule workshops for trail implementation. Work with Washington County on funding opportunities. 	<ul style="list-style-type: none"> A preliminary trail route has been determined 	2019 – Work on preparation for Met Council review.
Development Review	<ul style="list-style-type: none"> Continue to make recommendations on development applications with a focus on proper equipping of parks and available park funding. Have available 5 year CIP upon request 	Ongoing	Ongoing
By-laws for Parks Commission	<ul style="list-style-type: none"> Develop and review suggested by-laws for the commission to follow 	Ongoing	2019
Park use plan	<ul style="list-style-type: none"> Revisit and update the plan as needed 	Ongoing	As needed
Park Naming Policy	<ul style="list-style-type: none"> Develop a methodology for proper naming of new parks. 	Will begin when time allows in 2019	2019
Look for Grant Opportunities	<ul style="list-style-type: none"> Look for grant opportunities that aide in development of parks within the City. 	Ongoing	Ongoing

Development & Equipping

Begin work on approved projects (those in the Capital Improvement Plan or have received a form of funding approval).

Project	Specific Tasks	Status	Timeline
Sunfish Lake Park	<ul style="list-style-type: none"> Develop a Mountain Bike trail system throughout Sunfish Lake Park (\$120,000) Submit grant for buckthorn removal 	Trail Planning Planning	2019 – completion of plan and begin construction Grant due Sept
Lions Park	<ul style="list-style-type: none"> Install 45th Parallel Marker (\$1,000) Complete pickleball court and install hockey rink boards 	Approved by Council in 2018.	2019 – Complete the project
New Park Development (Wildflower/Village Preserve)	<ul style="list-style-type: none"> Determine the best equipment for the space. (\$105,000) Gain Neighborhood input 	Planning, Design, and Implement plan in 2019	2019 – Have new park complete
Pebble Park	<ul style="list-style-type: none"> Pave the parking area, develop two volleyball courts, lighting, and security features. (\$10,000 Volleyball, \$15,000 Lighting/Security, \$40,000 Court Resurfacing) Install 4" water service and seal existing well (Expected \$20,000 Wtr service and \$20,000 for regrading of drive) 	Implement plan in 2019	Make Recommendations on suggested improvements.

Maintenance & Refurbishing

Maintain and upgrading park facilities in a manner that increases park use for a relevant experience.

New soccer and tennis nets, add benches and garbage cans.	<ul style="list-style-type: none"> Public works to carry out maintenance. 	Recommended by Public Works	2019
Pickleball	<ul style="list-style-type: none"> Refurbish current tennis courts to accommodate pickleball. 	Ongoing and as requested.	2019
Park needs assessment	<ul style="list-style-type: none"> To be completed by public works staff. 	Ongoing	On going

Nature & Conservation

Mission Statement: To promote the open space character and commitment to the environment via nature observation amenities and targeted conservation programs.

Project	Specific Tasks	Status	Timeline
Sunfish Lake Forest Management Plan	<ul style="list-style-type: none">• Break down plan in to measurable goals Phase 1 north and Phase 2 south.• Implement plan and work with other volunteer groups for completion.	In Progress	On going
Sally Manzara Nature Center	<ul style="list-style-type: none">• Provide support as detailed in the agreement.	In Progress	On going

Park Awareness

Mission Statement: To promote the utilization of City Parks

Project	Specific Tasks	Status	Timeline
Resident Survey	<ul style="list-style-type: none">• Survey residents on park amenities via new survey tool.	Recommended by Staff	2019

Finance

Mission Statement: To effectively spend parkland dedication funds to meet the objectives of each year's Strategic Plan of Work while maintaining a minimum fund balance of \$100,000.

Project	Specific Tasks	Status	Timeline
Update Capital Improvement Plan if needed to accomplish goals outlined herein.	<ul style="list-style-type: none">• Reassess funding priorities as needed.	As needed	May/June 2019
Provide Budget Updates as necessary	<ul style="list-style-type: none">• Provide financials on park dedication fund upon request.	As requested	Ongoing