

City of Lake Elmo Parks Commission Minutes November 21, 2022

Members Present: Commissioners Ames, Hoelscher, Kastler, Rivera-Reyes, Bloyer, and Barrett
Staff Present: Assistant Public Works Director Swanepoel and City Planner Hetzel

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

Approval of Agenda

Barrett motioned to approve the agenda, Hoelscher provided a second; discussion regarding agenda preparation. **Unanimously approved 6-0.**

Approval of Minutes

Rivera-Reyes motioned to approve the October 17th, 2022 Parks Commission Minutes as presented, Barrett provided a second; discussion regarding minutes reflecting intention. **Motion passed unanimously 6-0.**

Public Comments

None

Commissioners Welcome Packet

The commission discussed what information was valuable to have in the welcome packet. Ames mentioned noteworthy items such as making sure packets are reviewed ahead of the meeting, to review Roberts Rule of Order, the process of Park Dedication, the Trail Plan Guide, CIP, and Open Meeting Laws. Hoelscher noted that past meeting minutes are on the city website and found it really helpful.

Ames referenced the Inventory of Parks in the Comprehensive Plan mentioning that there is an unnamed piece of park land property on the SW corner of Manning and 10th, adjacent to Oakland Jr. High. “That piece of property came from the Stillwater School District in exchange for the parks commission contribution to their tennis court expansion. I just wanted to make sure it is captured because we have several pieces of undeveloped property and it is easy to forget about them. Another is Lake Jane Hills Park on Jamaca and Legion Avenue North Park.”

Barrett asked about the comment in the handbook “the commission’s role is not to direct city staff”, discussion followed.

Kleis Park Swing Set Options

Swanepoel provided updated information to the commission and described the difference between a CIP and Work Plan item. It will be added to next month’s Work Plan item replacement, most likely for 2024. Ames hoped that that was not the case and asked about it being handled as regular maintenance of the park. Discussion continued regarding options. Barrett asked about donations or grants. Swanepoel will come back with options.

January 9th 2023 City Council Workshop

City Planner Hetzel informed the commission about the joint meeting with Council on January 9th to review just the Work Plan. Hetzel also brought up the Schiltgen Farm situation to the council and it will not be discussion at the workshop. I believe it can be resolved by planning

having a clear direction from the parks commission. Kastler feels that annual workshops with the council is an imperative thing and should be a part of the by-laws, considering it used to be in the city code.

Hoelscher moved to have parks attend, in part or whole, the Jan. 9th, 2023 City Council workshop, Rivera-Reyes provided a second; discussion. Bloyer will not be able to attend. Motion passed unanimously 6-0.

Communications

- a) ADA compliance.
- b) Water treatment process has been started in Tablyn Park.
- c) Buckthorn festival.
- d) Trail connection from Wildflower to Stillwater Blvd/Way has been completed.

Ames adjourned the meeting at 7:04 PM

Respectfully Submitted,
Rebecca McGuire, Deputy Clerk