



*Our Mission is to Provide Quality Public  
Services in a Fiscally Responsible Manner in  
Partnership with our Community.*

## **NOTICE OF MEETING**

**City of Lake Elmo Parks Commission  
3800 Laverne Avenue North  
December 19, 2022 6:30 PM**

### **AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
  - a) November 21, 2022
5. Public Comments
6. 2023 Parks Commission Work Plan
7. Communications

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.*

## **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. Packets will now go out the Monday prior to the meeting, instead of the Thursday before, to allow more time for review. Hoelscher noted that past meeting minutes are on the city website and found it really helpful.

Ames referenced the Inventory of Parks in the Comp. Plan mentioning that there is an unnamed piece of park land property on the SW corner of Manning and 10<sup>th</sup>, 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 9<sup>th</sup> 2023 City Council Workshop**

City Planner Hetzel informed the commission about the joint meeting with Council on January 9<sup>th</sup> 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. 9<sup>th</sup>, 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) Meeting packets changed from Thursday to the Monday before the meeting.
- c) Water treatment process has been started in Tablyn Park.
- d) Buckthorn festival.
- e) 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



## **Staff Report**

DATE: 12/19/2023

### **MOTION**

**AGENDA ITEM:** Parks Commission 2023 Work Plan  
**SUBMITTED BY:** Adam Swanepoel, Assistant Public Works Director  
**REVIEWED BY:** Marty Powers, Public Works Director

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### **BACKGROUND:**

Per Section 32.092 of the Lake Elmo City Code, the Parks Commission is tasked with developing an annual work plan, including a list of projects, maintenance items, programs and goals for the year. Staff built off of the 2022 work plan to establish the 2023 Parks Commission Work Plan.

The Plan is intended to assess and then implement overall goals of the Parks Commission and outlines projects that the Commission and staff will work on throughout the upcoming year, yet has the flexibility to respond to priorities as they emerge. The projects are broken down in to 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 provides an 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 Park Dedication money 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? Also, continue to implement conservation efforts and remediation of invasive species.
- **Park Awareness** – Establishes the goals and ways in which staff and the commission can receive feedback from the community. The City currently uses an online survey tool to reach out to residents with hopes of understanding what the needs of the community might be.
- **Finance** – How, specifically, does the Parks Commission want 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 THE PARKS COMMISSION:**

Would the Park Commission like to accept the 2023 work plan as proposed?

### **DETAILS AND ANALYSIS:**

Planning and Policy – Items in this section have been listed as a CIP item or have been identified as an item of consideration by the Parks Commission. Staff will work on planning for future updates to city ball fields as well as other future park needs. The Parks Commission should review the items listed and determine the need for these items. Staff recommends removing the dog park and disk golf from the

work plan and potentially the CIP due to the lack of interest over the years. Staff changed the language of the pickle ball project to include new or resurfaced courts.

Development & Equipping – Changes to this section focus on trail connectivity and park projects. Specific trails in the Stonegate and Ivywood Parks have been identified to be connected to each other and are a continuation from the 2022 project. Projects for 2023 include the updates to both Tablyn and Pebble Park’s tennis courts by converting them to both tennis and pickle ball courts. Other projects include updating several parks to meet ADA compliance and design for Pebble and Demontreville playset replacement.

Maintenance & Refurbishing – The majority of this section focuses on maintaining current park amenities and what we already have. Public works staff is assigned to do much of the maintenance and upgrades to park facilities as needed.

Nature & Conservation – Staff continues to support the efforts of conservation programs provided at the Sally Manzara Nature Center including the buckthorn removal project.

Park Awareness – Staff has used community surveys in the past to gauge needs to our park system. Surveys will continued to be used as needed. City staff has continued to make updates to the cities web page. Information will continued to be updated and posted on the parks page to keep community members updated on the park system.

Finance – In June 2022 the Parks Commission approved the CIP and recommended it to City Council. Council approved the 2023- 2027 CIP in December 2022. Staff along with the Parks Commission will again review the CIP in June 2023 and make appropriate adjustments for the upcoming year.

**OPTIONS:**

1. Approve the Parks Commission 2023 Work Plan as presented.
2. Amend the Parks Commission 2023 Work Plan as presented.

**FISCAL IMPACT:**

Fiscal impacts are outlined and confirmed in the Capital Improvement Plan (CIP). CIP items are funded through the Park Dedication Fund while Maintenance & Refurbishing items are funded through the Public Works Budget.

**RECOMMENDATION:**

Staff recommends the following motion:

***“Motion to recommend approval and submit the 2023 Parks Commission Work Plan to City Council.”***

**ATTACHMENTS:**

1. 2023 Parks Commission Work Plan Draft



## 2023 Parks Commission Strategic Work Plan

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 reviewing body to make sure the “open space” character development is preserved in new developments.

With the broader priorities defined, the 2023 Park Commission Strategic Work Plan 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"> <li>Assist Washington County when necessary.</li> <li>Work with Washington County on funding opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Met Council has approved the master plan</li> </ul>	Ongoing
Development Review	<ul style="list-style-type: none"> <li>Continue to make recommendations on development applications with a focus on proper equipping of parks and available park funding.</li> <li>Have available 5 year CIP upon request</li> </ul>	Ongoing	Ongoing
Park use plan	<ul style="list-style-type: none"> <li>Outline the needs of the City and neighborhood for amenities within the park. Apply findings to CIP.</li> </ul>	Ongoing	As needed
Look for Grant Opportunities	<ul style="list-style-type: none"> <li>Look for grant opportunities that aide in development of parks within the City.</li> </ul>	Ongoing	Ongoing
Parking at Tablyn Park	<ul style="list-style-type: none"> <li>Outline options for additional parking at Tablyn</li> </ul>	Recommended	2024
Sand Volleyball Courts	<ul style="list-style-type: none"> <li>Provide park options for additional courts</li> </ul>	Recommended	2024

Disk Golf	<ul style="list-style-type: none"> <li>• Review City Parks/Land to determine possible location</li> </ul>	Ongoing	2024 or when location is identified
Pickle ball Courts	<ul style="list-style-type: none"> <li>• Add new or resurface pickle ball courts</li> </ul>	In Progress	2023
Dog Park	<ul style="list-style-type: none"> <li>• Review City Parks/Land to determine possible location</li> </ul>	In Progress	2023 or when location is identified
<b>Development &amp; Equipping</b>			
Begin work on approved projects (those in the Capital Improvement Plan or have received a form of funding approval).			
Project	Specific Tasks	Status	Timeline
City Trail Connectivity	<ul style="list-style-type: none"> <li>• Continue identifying trails within the City which can be connected to each other</li> </ul>	On Going	On Going
City Trail Connectivity	<ul style="list-style-type: none"> <li>• Connecting trail from Ivywood to Stonegate</li> <li>• Rebuild and asphalt trails through Stonegate, connecting to Lake Ridge Crossing</li> <li>• Rebuild and resurface 36<sup>th</sup> St. Trail (Goodman's)</li> <li>• Connect Tapestry to Hamlet</li> </ul>	In Progress	2023
Pebble Park Tennis court resurfacing	<ul style="list-style-type: none"> <li>• Resurface playing court</li> <li>• Update tennis courts to include pickle ball and tennis</li> </ul>	In Progress	2023
Tablyn Park – Tennis court resurfacing	<ul style="list-style-type: none"> <li>• Resurface playing court</li> <li>• Update tennis courts to include pickle ball and tennis</li> </ul>	In Progress	2023
Baseball field updates	<ul style="list-style-type: none"> <li>• Select from list of current fields to update, determine which recreational ballfields can be updated to competitive ballfields.</li> <li>• Update fields to accommodate current need for baseball with the community</li> </ul>	In Progress	2023/2024
ADA Compliance	<ul style="list-style-type: none"> <li>• Make access to current parks ADA Compliant</li> <li>• Pilot, Hammes, Ivywood</li> </ul>	Ongoing	Ongoing

Pebble Park Playset replacement	<ul style="list-style-type: none"> <li>Review and select replacement piece according to CIP</li> </ul>	Recommended	2023/2024
Demontreville Playset replacement	<ul style="list-style-type: none"> <li>Review and Select replacement piece according to CIP</li> </ul>	Recommended	2023/2024
<b>Maintenance &amp; Refurbishing</b>			
Maintain and upgrading park facilities in a manner that increases park use for a relevant experience.			
New soccer Nets	<ul style="list-style-type: none"> <li>Public Works to provide one or two soccer nets at Pilot Park</li> </ul>	Recommended	2024
Garbage Can and Tree Planting	<ul style="list-style-type: none"> <li>Trash Can Replacement</li> <li>New Tree Planting</li> </ul>	Ongoing	2023/2024
Park needs assessment	<ul style="list-style-type: none"> <li>To be completed by public works staff.</li> </ul>	Ongoing	Yearly
City Trails	<ul style="list-style-type: none"> <li>Continue Updating City Trail maps</li> <li>Tree Trimming as needed</li> </ul>	Ongoing	Ongoing
Asphalt Trail, Courts and Parking Lot Maintenance	<ul style="list-style-type: none"> <li>Inspections</li> <li>Crack fill and seal coat</li> <li>Paint Lines</li> </ul>	In Progress	2023/2024
Playgrounds	<ul style="list-style-type: none"> <li>Monthly inspections and corrections</li> </ul>	Ongoing	Ongoing
Ball fields	<ul style="list-style-type: none"> <li>Weekly infield maintenance</li> <li>Add infield clay to ballfield</li> </ul>	Ongoing	Ongoing
Sunfish Lake Park	<ul style="list-style-type: none"> <li>Continue with buckthorn removal project</li> <li>Prescribed prairie burn and weed control</li> <li>Work with MORC to maintain the single track trails.</li> </ul>	In Progress	2023/2024
Demontreville Wildlife Park	<ul style="list-style-type: none"> <li>Add trail signage and grooming to Ski Grant Application</li> </ul>	Ongoing	2023/2024
<b>Nature &amp; Conservation</b>			
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"> <li>Continue to work and build off the existing management plan</li> </ul>	In Progress	On going



Sally Manzara Nature Center	<ul style="list-style-type: none"> <li>• Provide support as detailed in the agreement.</li> </ul>	In Progress	On going
<b>Park Awareness</b>			
<b>Mission Statement: To promote the utilization of City Parks</b>			
<b>Project</b>	<b>Specific Tasks</b>	<b>Status</b>	<b>Timeline</b>
Resident Survey	<ul style="list-style-type: none"> <li>• Survey residents on park amenities via new survey tool.</li> </ul>	As required	Ongoing
Resident Updates	<ul style="list-style-type: none"> <li>• Update parks web page on city website</li> <li>• Provide Social Media updates on parks</li> </ul>	Ongoing	Ongoing
<b>Finance</b>			
<b>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.</b>			
<b>Project</b>	<b>Specific Tasks</b>	<b>Status</b>	<b>Timeline</b>
Update Capital Improvement Plan if needed to accomplish goals outlined herein.	<ul style="list-style-type: none"> <li>• Reassess funding priorities as needed.</li> </ul>	As needed	April/May 2023
Provide Budget Updates as necessary	<ul style="list-style-type: none"> <li>• Provide financials on park dedication fund upon request.</li> </ul>	As requested	Ongoing