



*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
January 18, 2023**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Select a Chair and Vice Chair for the Parks Commission
4. Approve Agenda
5. Approve Minutes
 - a) November 21, 2022
6. Public Comments
7. Commissioners Welcome Packet
8. Parks Workplan
9. Pebble/Tablyn Park Courts Bids
10. Communication
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.*



STAFF REPORT

DATE: 01/18/2023

Motion

AGENDA ITEM: Election of Officers

TO: Parks Commission

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director
Reviewed By: Marty Powers, Public Works Director
Kristina Handt, City Administrator

BACKGROUND:

Each year at the first scheduled meeting the commission shall elect a chairperson and a vice-chairperson from among its appointed members at the beginning of the new year, for a term of one year. The chairperson shall preside at all meetings of the commission, if present, and shall perform all other duties and functions assigned by the commission or the council. The vice-chairperson shall perform these duties in the absence of the chairperson.

Nominations for these positions will be done from the floor. Current Chair will call the meeting to order and, after roll call, he/she will open the floor for nominations.

ISSUE BEFORE COMMISSION:

Elect a chair and vice chairperson from among the current members.

RECOMMENDATION:

“Motion to recommend “_____” as Chair of the Parks Commission.”
“Motion to recommend “_____” as Vice Chair of the Parks Commission.”

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 Comp. 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



STAFF REPORT

DATE: 01/18/2023

DISCUSSION

AGENDA ITEM: Welcome Packet

TO: Parks Commission

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director

REVIEWED BY: Marty Powers, Public Works Director
Kristina Handt, City Administrator

BACKGROUND:

At the November 21, 2022 meeting, Parks Commissioners were given an annual Welcome Packet. With a number of new members joining the Commission, it would be beneficial for City staff to supply the Commission with important documents and information related to participation of the Parks Commission. This packet is intended to be distributed at the first meeting of the calendar year annually.

This report provides a brief summary of the information provided in the Welcome Packet.

ISSUE BEFORE COMMISSION:

Are there items the Parks Commission would like to see added to the Welcome Packet?

WELCOME PACKET COMPONENTS:

Parks Commission Handbook

The Parks Commission Handbook is important to understand the local government structure and includes the typical fashion of City Board and Commission procedures. Also included within the Parks Commission Handbook is the Parks Commission Bylaws approved by City Council as Ordinance No. 08-217.

The attached handbook also includes the most recent annual Parks Commission Work Plan. The Parks Commission is tasked with developing an annual work plan per Section 3.12.540(b)(6) of the City Code. The Work Plan includes a list of projects, maintenance items, programs and goals for the year. 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. As an example, the 2022 Work Plan is attached.

Comprehensive Plan Ch. 6

Chapter 6 of the 2040 Comprehensive Plan is the parks, trails, and open space portion of the plan. Chapter 6 provides relevant information about current parks, trails, and open space as well as future planning considerations for that planning period.

Capital Improvement Plan (CIP)

The Capital Improvement Plan is a multi-year (typically 5 years) capital expenditure plan for a City's infrastructure. Such as streets, parks, utility systems, equipment, and public buildings. The CIP identifies the major projects needed and desired by the community, their potential costs and how they would be financed. A project or purchase identified and budgeted through the CIP does not commit the City to that project. The City Council must specifically authorize each one and the associated funding for the expenditure before any project may proceed. When the CIP is reviewed (ideally annually, in conjunction with the budgeting process) projects may go forward as planned, advance ahead of schedule, be removed

entirely, or new projects may be added. Items on the CIP must cost at least \$25,000 and have a useful lifespan of five years. The most recent, 2023-2027 CIP is included as an example.

Park Dedication PowerPoint

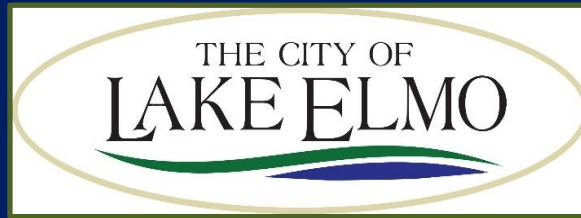
Also included in the welcome packet is a slide show created by staff summarizing park dedication. According to Section 103.22.150, a percentage of the gross area of all property subdivided shall be dedicated for parks, playgrounds, trails, public open space, or other public recreational use in all new residential subdivisions. Nonresidential developments require a payment in lieu of land dedication. Urban zoning districts require a minimum of 10 percent land dedication, while rural zoning districts require a minimum of 5 percent. A combination of land and cash is also acceptable.

RECOMMENDATION:

The Parks Commission should review the provided components of the Welcome Packet and notify staff if there is any additional information they would like to see added.

ATTACHMENTS:

1. Welcome Packet



PARKS COMMISSION MEMBER HANDBOOK

3880 LAVERNE AVENUE NORTH
LAKE ELMO, MINNESOTA 55042

Parks Commission Handbook

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Inside the City

Mission

"The mission of the City of Lake Elmo is to provide planned, quality public services consistent with the city's character in a fiscally responsible manner"

Vision

Ethics and Integrity – We believe that ethics and integrity are the foundation of public trust and confidence and that all meaningful relationships are built on these values.

Visionary Leadership and Planning – We believe that the very essence of leadership is to be visionary and innovative while planning for the future.

Excellence and Quality in the Delivery of Services – We believe that service to our residents is our reason for being and commit to delivering services in a professional, cost-effective, and efficient manner.

Fiscal Responsibility – We believe that fiscal responsibility and prudent stewardship of public funds, both short-term and long-term, are essential for citizen confidence in government.

Open and Honest Communication – We believe that open and honest communication is paramount for an involved citizenry and fosters a positive working environment for employees.

Respect for the Individual – We believe that citizens we serve are to be treated with the utmost respect and deserve the best treatment the city can provide.

Thoughtful Community Building – We believe in the development of our community through thoughtful, careful planning that is communicated in a positive manner that enhances the process.

Professionalism – We believe that continuous improvement and innovation is the mark of a professional organization and we are committed to applying this principle to the services we offer and development of employees.

Accountability - We believe in decision-making processes that are based on facts, data, and the prioritization of community interests above the individual.

Local Government Structure

Lake Elmo is a statutory Plan A City.

- City council consist of the mayor and four council members
- The vote of the mayor counts the same as a council members vote
- The city council is responsible for the legislative and policy decisions
- City council employs the city administrator, who oversees the day-to-day operations of the city

City Council



Mayor: Charles Cadenhead



Jeff Holtz



Katrina Beckstrom



Matt Hirn



Lisa McGinn

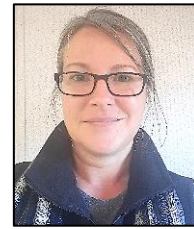
Staff Liaisons



Sophia Jensen
City Planner
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(651) 747-3911



Adam Swanepoel
Assistant Public Works Director
Aswanepoel@lakeelmo.org
(651) 747-3946



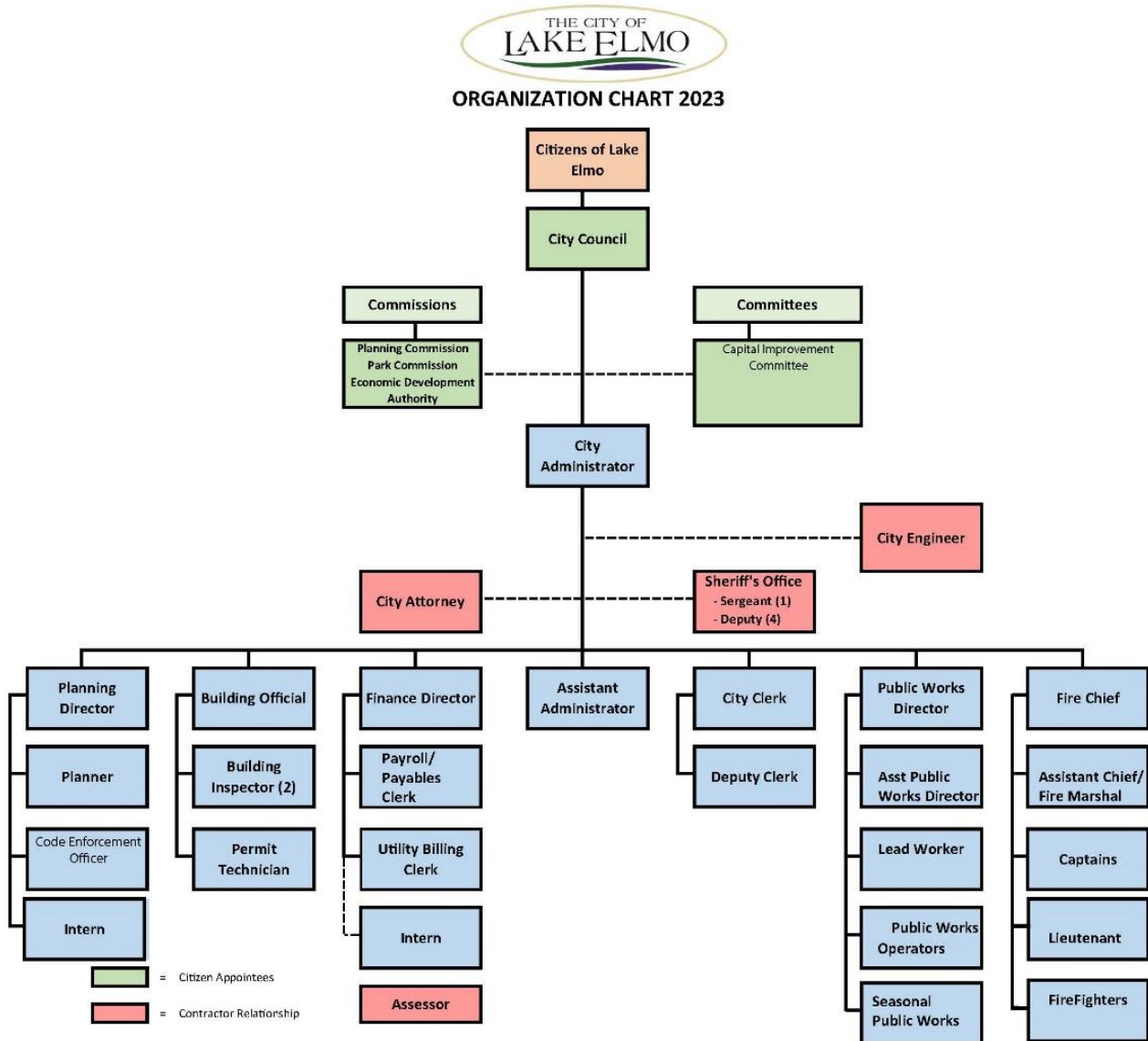
Rebecca McGuire
Deputy Clerk
Rmcguire@lakeelmo.org
(651) 747-3904

Commission Functions

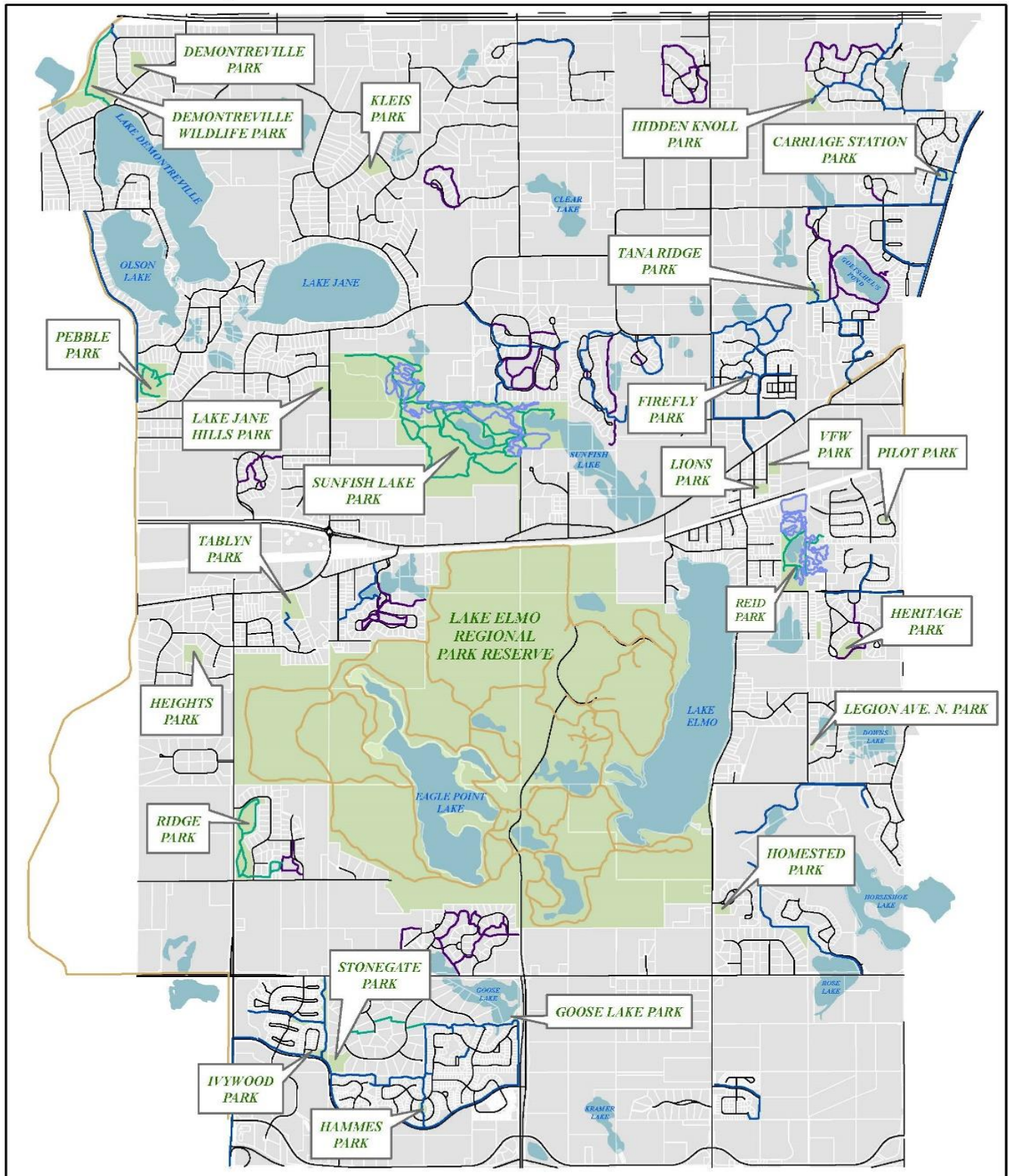
Park Commission

- Advises the Lake Elmo City Council on issues regarding the development, improvements and maintenance of the city's parks and trails.
- Consist of 7 voting members; members shall be appointed for 3- year terms so that only 1/3 of the appointments will expire on December 31st of each year.

City Departments



City of Lake Elmo Trails and Parks



Trail Classification(s)

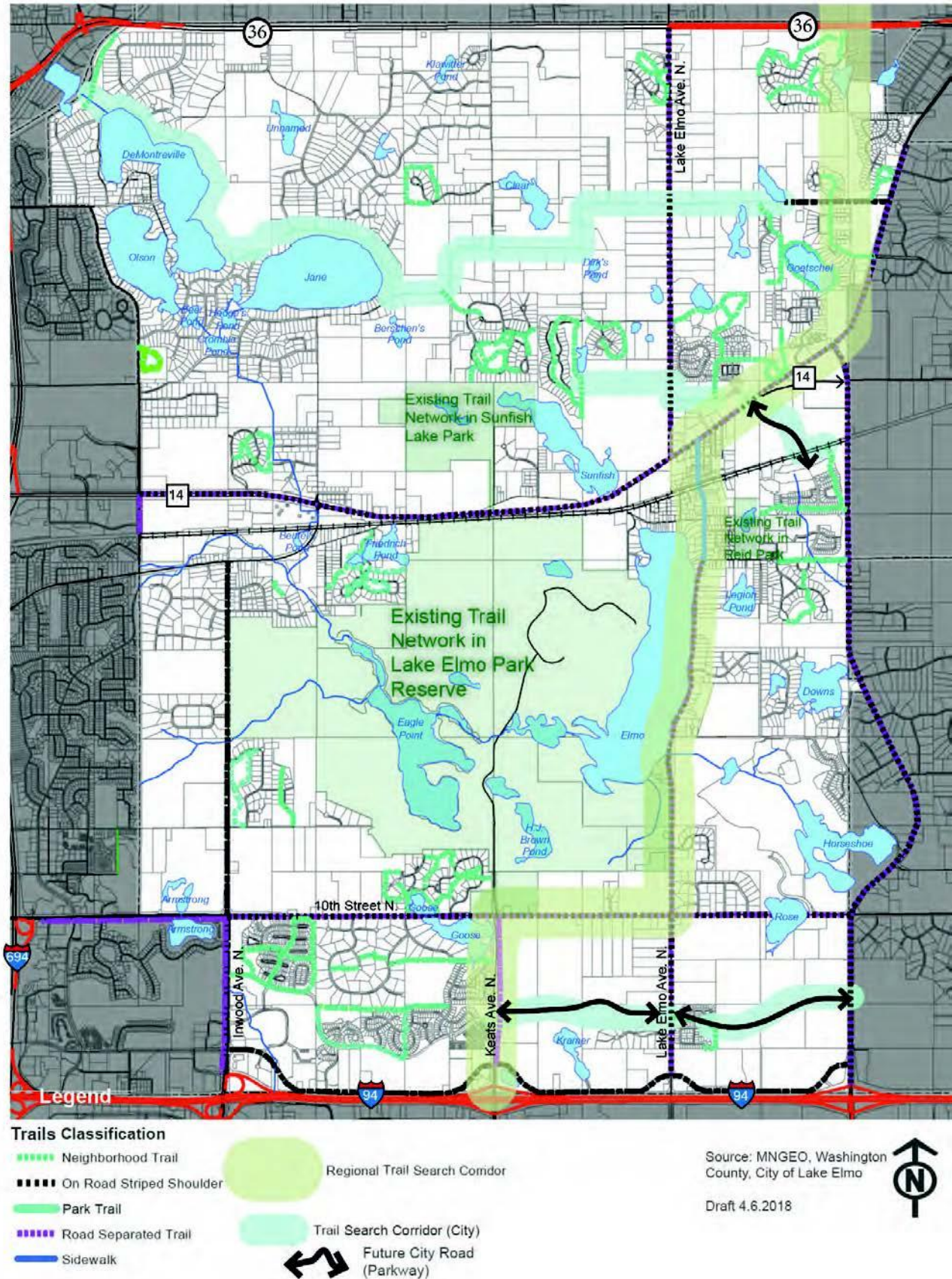
- Public Walking Trail Unpaved
- Public Walking Trail
- Private Walking Trail
- County/Regional Trail
- Bike Trails
- Lake Elmo Roads



0 0.375 0.75 1.5 Miles

Map Date: June, 2021

Future Trail Plan Guide



ABOUT COMMISSIONS AND COMMITTEES

Commissions and Committees Role

Objective of Commissions and Committees

- Lake Elmo City Council establishes commissions and committees to engage residents in city work and provide a variety of perspectives.
- City staff support commissions and committees to ensure effective governance.
- Commissions and committees do meaningful work for the community and residents.

Supporting City Council

- The City of Lake Elmo commissions and committees are established by the Lake Elmo City Council and serve as advisors to the council.

Commissions and committees are expected to support the city council and serve at the discretion of city council.

Commission Role	Not Commission Role
<ul style="list-style-type: none">• The commission shall prepare, hold hearings on, and recommend to the city council the plans, programs, and policies as it deems necessary.• The powers include but are not necessarily limited to studying and recommending to the council the following:<ul style="list-style-type: none">○ Land acquisition for parks, trails, and recreational purposes○ Plan for major improvements in city parks and trails○ Rules and requirements for conduct of and in parks and recreational facilities○ Plan and program relating to the design and programming of city parks○ Development of a Capital Improvement Plan for the city's parks and recreation system○ Annual work plan and other plans and programs○ Responsibilities as outlined in LEC 3.12-IV Parks Commission	<ul style="list-style-type: none">• Do not direct the work of city staff.• Do not take responsibility for financial performance of any city facility or program.• The commission shall not be considered a park board under Minnesota Statutes and shall have no powers to acquire or lease land, employ personnel, enter into contracts or leases, or any similar powers authorized to a park board by Minnesota Statutes.

Key Players

Chair

- Lead meeting and facilitate discussion
- Ensure bylaws are followed
- Maintain meeting decorum
- Facilitate development of annual work plan
- Consult with members regarding attendance issues
- Encourage participation by all members and the public

Vice Chair

- Support the chair as needed
- Performs the chair duties if the chair is unavailable

City Code and Bylaws

City Code:

To locate city codes citing Parks Commission see Appendix A.

Bylaws:

Rules established to regulate the commissions and committees, as allowed by the city council. The city council establishes and approves bylaws. For Parks Commission Bylaws see Appendix B.

Annual Calendar

Work Plan:

Annual work plans ensure that the commissions' initiatives are aligned with the city council's priorities.



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"> Assist Washington County when necessary. Work with Washington County on funding opportunities. 	<ul style="list-style-type: none"> Met Council has approved the master plan 	Ongoing
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
Park use plan	<ul style="list-style-type: none"> Outline the needs of the City and neighborhood for amenities within the park. Apply findings to CIP. 	Ongoing	As needed
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
Parking at Tablyn Park	<ul style="list-style-type: none"> Outline options for additional parking at Tablyn 	Recommended	2024
Sand Volleyball Courts	<ul style="list-style-type: none"> Provide park options for additional courts 	Recommended	2024
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"> Continue with buckthorn removal project Prescribed prairie burn and weed control Work with MORC to maintain the single track trails. 	In Progress	2023/2024
Dog Park	<ul style="list-style-type: none"> Review City Parks/Land to determine possible location 	In Progress	2023 or when location is identified
City Trail Connectivity	<ul style="list-style-type: none"> Continue identifying trails within the City which can be connected to each other 	On Going	On Going
City Trail Connectivity	<ul style="list-style-type: none"> Connecting trail from Ivywood to Stonegate Rebuild and asphalt trails through Stonegate, connecting to Lake Ridge Crossing 	In Progress	2023

	<ul style="list-style-type: none"> • Rebuild and resurface 36th St. Trail (Gorman's) • Connect Tapestry to Hamlet • Demontreville Wildlife Park - resurface • Hamlet on Sunfish Lake - resurface 		
Disk Golf	<ul style="list-style-type: none"> • Review City Parks/Land to determine possible location 	Ongoing	2023 or when location is identified
Pebble Park Tennis court resurfacing	<ul style="list-style-type: none"> • Resurface playing court • Update tennis courts to include pickle ball and tennis 	In Progress	2023
Tablyn Park – Tennis court resurfacing	<ul style="list-style-type: none"> • Resurface playing court • Update tennis courts to include pickle ball and tennis 	In Progress	2023
Baseball field updates	<ul style="list-style-type: none"> • Select from list of current fields to update. • Update fields to accommodate current need for baseball with the community 	In Progress	2023/2024
Demontreville Wildlife Park	<ul style="list-style-type: none"> • Add to Ski Grant Application 	Ongoing	2023/2024
ADA Compliance	<ul style="list-style-type: none"> • Make access to current parks ADA Compliant • Pilot, Firefly, Ivywood 	Ongoing	Ongoing
Pebble Park Playset replacement	<ul style="list-style-type: none"> • Review and seek replacement piece according to CIP 	Recommended	2023/2024
Demontreville Playset replacement	<ul style="list-style-type: none"> • Review and seek replacement piece according to CIP 	Recommended	2023/2024
Maintenance & Refurbishing			
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"> • Public Works to provide placement 	Recommended	2023
Garbage Can and Tree Planting	<ul style="list-style-type: none"> • Trash Can Replacement • New Tree Planting 	Ongoing	2023/2024
Park needs assessment	<ul style="list-style-type: none"> • To be completed by public works staff. 	Ongoing	Yearly

City Trails	<ul style="list-style-type: none"> • Update City Trail maps • Tree Trimming as needed 	2023	Ongoing
Asphalt Trail Maintenance	<ul style="list-style-type: none"> • Inspections • Crack fill and seal coat • Parking lot asphalt maintenance 	In Progress	2023/2024
Playground	<ul style="list-style-type: none"> • Monthly inspections 	In Progress	2023
Ball fields	<ul style="list-style-type: none"> • Weekly/biweekly infield maintenance • Add infield clay to ballfield 	In progress	2023

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"> • Continue to work and build off the existing management plan 	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. 	As required	Ongoing
Resident Updates	<ul style="list-style-type: none"> • Update parks web page on city website • Provide Social Media updates on parks 	Ongoing	Ongoing

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	April/May 2023
Provide Budget Updates as necessary	<ul style="list-style-type: none"> • Provide financials on park dedication fund upon request. 	As requested	Ongoing

BOARD AND COMMISSION MEETING

Types of Meetings

Regular Meeting:

- Regular meetings shall be held on the third Monday of each calendar month at 6:30 p.m.
- Any regular meeting falling upon a holiday shall be rescheduled and posted appropriately to conform to state Open Meeting Laws.
- Meetings shall be held at the Lake Elmo City Hall, unless notice of the alternative location is given to the members and the public at least 3 days in advance of the meeting.
- All commission meetings are open to the public.

Special Meetings:

- Special meetings of the commission may be called at any time by the chair or the vice chair, in the chair's absence, with 3 days advance notice to the public and to all the commission members.

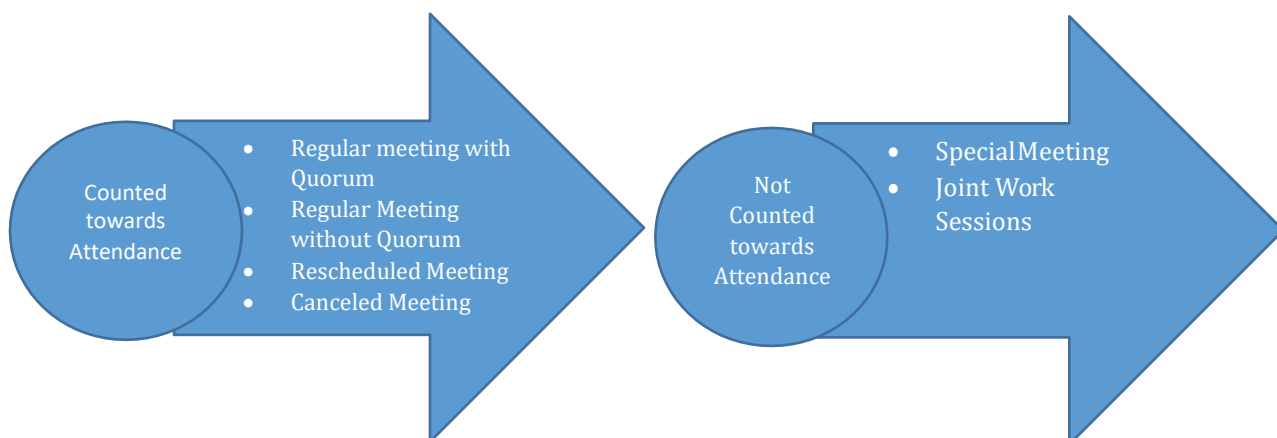
Attendance

Attendance:

A record of attendance is maintained by the staff liaison. They are included with every meeting packet for individual monitoring.

Attendance Policy:

Any member or alternative member may be removed by a majority of the council, for cause. Cause shall include but not limited to having more than 3 consecutive absences or being absent from more than $1/3 \sim 33\%$ of the meetings in any 1 calendar year.



Voting

Quorum – A majority of seated voting members (present).

Voting:

- If any member has a personal interest of any kind in the matter before the commission, the member shall disclose the interest and be disqualified from voting upon the matter. – It shall be record in the minutes that no vote was cast by the member.
 - The member abstains from the vote.
- Each member attending any meeting shall be entitled to one vote.
- Voting shall be by voice or by raise of hand.

Meeting Packet

Each meeting packet contains:

- Agenda
- Draft Minutes
- Reports and Recommendations
- Correspondence
- Relevant background information for the meeting

It is paramount that you review the meeting packet and are prepared prior to the meeting.

Agenda

Agenda:

- If a Commission member wishes to add an item to the agenda they must contact City Staff the Tuesday of the week before the meeting to make the request.
- The city administrator or an appointed designee shall advise the chairperson of any matters the committee must consider by council directive, ordinance, or statute and shall have prepared and supply a written agenda of all meetings to all commission members, the council, and the public.

Proceedings:

- I. Call to Order
- II. Pledge of Allegiance
- III. Public Comment, for non- agenda items
- IV. Approve Agenda
- V. Approve Minutes
- VI. Action Items
 - a. Public Comments, by approval of the chair
- VII. Items for upcoming meetings
- VIII. Adjournment

Minutes

Minutes constitute a vital record of the city and are the best means of preserving council intent, findings of facts, and action. – The staff liaison must keep a minute book.

Minutes Must Include:

- I. The commission/committee members who are present
- II. The type of meeting (regular, special, continued, closed)
- III. Date and place of meeting
- IV. Time the meeting was called to order
- V. Approval of minutes of the previous meeting, with any corrections
- VI. The members who make or second a motion
- VII. A record of all members and their vote for any roll call votes
- VIII. The subject matter of all proposed resolution or ordinances
- IX. Whether any resolution or ordinance is approved or disapproved by vote of the commission/committee
- X. The votes of each member voting and any member not voting
- XI. A statement of the findings of fact and an explanation of commission/committee action, including specific reasons for approval and disapproval of specific resolution or ordinances
- XII. The name of all citizens appearing before the commission/committee during the public comment period along with a brief summary of the subject matter of their comments

Rules of Procedure (Robert's Rules of Order)

General Principals:

- Only one subject (main motion) is before the group at one time.
- Negative motions are generally not permitted; the motion needs to be phrased as a positive action, if the committee does not want to take action the motion can be voted down.
- Only one member speaks at a time; each speaker should first be recognized by the chair before making their motion.
- Each item is presented for full debate; each member speaks once until all members have had an opportunity to speak.
- All members have equal rights; the rights of the minority are protected and heard, but the will of the majority prevails.

Steps to a motion

- Members address the chair and the chair recognizes the member.
- Member states motion "I move to recommend the policy."
- Another member seconds the motion "I second."
- Chair repeats motion to the committee.
- Motion is discussed by group.
- Members can make subsidiary motions that assist the group in disposing of the main motion. "I move to table this discussion to the next meeting."
- Members vote on the subsidiary motion.
- If applicable, members vote on the main motion.
- Chair announces the results.

Subsidiary Motions (Actions on the first motion)...

To Accomplish this...	Use this Motion...
Avoid taking a direct vote on a motion	Postpone indefinitely
Change the wording of the motion	Amend
Have a committee discuss a motion in detail and come back with a recommendation	Refer to a committee
Discuss a motion latter in the meeting, or maybe put it off until your next meeting	Postpone to a definite time
Provide for a certain amount of time for discussion of the motion, either for the subject matter or for each speaker	Limit or extend limits or debate
End debate on the motion and vote now	Close debate
Stop dealing with the motion temporarily until a majority decides to resume it	Table

COMMUNICATION

Open Meeting Law

Why it exist:

- The Open Meeting Law requires that meeting of public bodies must generally be open to the public
- Prohibits actions from being taken at a secret meeting where it is impossible for the interested public to become fully informed concerning decisions of public bodies or to detect improper influences.
- Ensures the public's right to be informed.
- Afford the public an opportunity to present its views to the public body.

To Comply:

- Provide public notice of the meeting a minimum of three days in advance
- Hold meetings in public places.
- When members are not at a public scheduled meeting they must avoid: discussing or responding to city business when there are more than two members involved with the conversation. Doing so can easily constitute a violation of the state's Open Meeting Laws. Members must abide by all aspects of the Open Meeting Law including serial meeting and electronic communication.

Communication with City Council

When presenting recommendations to city council it is essential that commissions and committees keep the following in mind:

- Recommendations should be in written form, typically found in the record of the minutes.
- Ideas should be expressed in clear and concise language.
- Proposed solutions should be viable and cost-effective.
- Recommendations should identify reasons for the change suggested.
- Advice should reflect the views of a consensus or a majority of commission and committee members.

Role of Staff Liaison- One of their primary roles is to assist in the delivery of information between the commissions and committees to the city council and vice versa.

Communication tools- The Lake Elmo City Council has limited time to discuss matters and it's important for all the members to receive the information. Due to the time restraints, commissions and committees have four primary tools for communication.

Meeting Minutes	Meeting minutes are intended to give members a record of commission/committee proceedings.
Joint Work Sessions	Joint work sessions may be held at least once a year. This is an opportunity to update the council on committee work plans.
Annual Work Plan	Annual work plan process enables committees to share their goals for the upcoming year. Council will assign each work plan item a council priority.
Staff Reports	Staff reports are prepared by staff to forward a regulatory item or other goal from the committee's approved work plan to a city council meeting for approval or direction.

Communication with the Public

Members are expected to engage in communication with the public in a respectful manner, they should listen to the speaker, be accountable for their actions, take risk (be genuine), and finally be open with those you are communicating with.

The governing body will provide two (2) opportunities for public comment during the meeting. First, an opportunity will be given at the onset of the meeting for general comment; second, opportunity will be given to speak on an agenda item at the time the governing body addresses the item.

Citizens wishing to speak must sign in and provide their request to the committee or committee clerk for distribution to the chair. Upon being recognized, you should proceed to the lectern and state your name, address and topic to be discussed. You will be given six (6) minutes to speak. The chair may interrupt or terminate a citizen's statement when it is too lengthy, personal, insulting, abusive, obscene, or slanderous. Any person acting in an unruly manner may be asked to leave the meeting.

When a group of persons wishes to address the committee on the same subject matter, they may choose a spokesperson to address the governing body.

Media Policy and Communication Guidelines

The staff liaison will work with the city's communication department or with the city administrator to coordinate and approve any:

- Public announcements
- Press release
- Media inquires
- Articles and city publications
- Social media post
- Marketing and graphic design request

ETHICAL AND RESPECTFUL CONDUCT

Conflict of Interest

A public officer, who has authority to take part in making any sale, lease, or contract in his or her official capacity, shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially from it. The term “public officer” certainly includes mayors, councilmembers, or other elected officials. It also may include appointed officers and employees who have influence over the decision-making process.

Members who have a conflict of interest must:

- Disclose the conflict of interest to the group.
- Abstain from discussing or voting on the matter.
- Any council member, board, or commission member who willfully conceals their interest as described in this section shall be guilty of a misdemeanor.

Gifts

- Members may not receive gifts from any “interested person” in conjunction with their committee duties.

Respectful Behavior

Members should strive to:

- Respect Others
 - Assume people are honest, don’t shame or blame others, no talking about people not present, and respect residents and the city and the city staff.
- Listen
 - No interruptions, ask clarifying not interrogating questions, use “I” statements not “You.”
- Accountability
 - Participate to the best of your abilities, be responsible for making sure voices are heard, be accountable to your words, hold other accountable, and be responsible for your actions.
- Take Risk
 - Be authentic, not be hostile or harassing others.
- Personal Reaction
 - Council members should not take things personally, and focus on the ideas being expressed.

Members should avoid:

- Speaking over or cutting off another individual’s comments.
- Insulting, disparaging, or putting down people or their ideas.
- Bullying other members by displaying a pattern of belittling, demeaning, judging, or patronizing comments.

Violence or the threat of violence will not be tolerated.

The chair or staff liaison can call for the removal of anyone who threatens or commits an act of violence.

Appendix A

3.12-IV PARKS COMMISSION

- 3.12.420 Establishment
- 3.12.430 Purpose
- 3.12.440 Composition
- 3.12.450 Qualifications
- 3.12.460 Removal
- 3.12.470 Officers
- 3.12.480 Regular Meetings
- 3.12.500 Voting
- 3.12.510 Rules Of Procedure
- 3.12.520 Records
- 3.12.530 Training
- 3.12.540 Powers And Duties

3.12.420 Establishment

A parks commission of the city is hereby continued.

HISTORY

Adopted by Ord. [08-253](#) on 11/3/2021

3.12.430 Purpose

The parks commission is established to review and make recommendations to the council on the future development of city parks, including the establishment of and improvements to the parks, and to make recommendations to the council on policies governing the maintenance and public use of the parks within the city.

HISTORY

Adopted by Ord. [08-253](#) on 11/3/2021

3.12.440 Composition

The parks commission shall consist of seven voting members. The members shall be appointed by the city council for a three-year term. Appointment to an additional term will be considered with the available applicant pool. In its discretion, the city council may adjust the lengths of terms of office for parks commission members so that no more than one-half of the terms expire in any given year.

HISTORY

Adopted by Ord. [08-253](#) on 11/3/2021

3.12.450 Qualifications

Each member shall be a resident of the city. Wherever possible, commission members should represent all geographical areas of the city and a cross-section of the population of the city at the time of appointment.

HISTORY

Adopted by Ord. [08-253](#) on 11/3/2021

3.12.460 Removal

Any member may be removed by a four-fifths majority vote of the council, for cause. Cause shall include, but not be limited to, having more than three consecutive unexcused absences or being absent from more than one-third of the meetings in any one calendar year. The council may consider exceptional circumstances when applying this rule.

HISTORY

Adopted by Ord. [08-253](#) on 11/3/2021

3.12.470 Officers

The commission shall elect a chairperson and a vice-chairperson from among its appointed members at the beginning of the new year, for a term of one year. The chairperson shall preside at all meetings of the commission, if present, and shall perform all other duties and functions assigned by the commission or the council. The vice-chairperson shall perform these duties in the absence of the chairperson. If a vacancy occurs in the chairperson's office, the vice-chairperson shall assume the chairperson's duties for the remainder of the year; and a new vice-chairperson shall be elected by the commission at a special election to be held at the next regularly scheduled commission meeting.

HISTORY

Adopted by Ord. [08-253](#) on 11/3/2021

3.12.480 Regular Meetings

- a) The first available meeting of the new year, with a quorum, shall be devoted to election of officers and other business as scheduled.
- b) Regular commission meetings shall be held monthly, or more often as required. The time and place of all regular meetings shall be posted in the City Hall. The chairperson may call special meetings following three day's posted notice at the City Hall.
- c) No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date. A regular meeting may be canceled or rescheduled by the chair if there are no scheduled agenda items on the Thursday prior to the meeting. All action taken by the commission shall be by the affirmative vote of a majority of the members present.

HISTORY

Adopted by Ord. [08-253](#) on 11/3/2021

3.12.500 Voting

Each member attending any meeting shall be entitled to cast one vote. Voting shall be by voice vote. If any member has a personal interest of any kind in the matter then before the commission, the member shall disclose this interest and be disqualified from voting upon the matter. It shall be recorded in the minutes that no vote was cast by the member.

HISTORY

Adopted by Ord. [08-253](#) on 11/3/2021

3.12.510 Rules Of Procedure

All meetings of the commission shall be conducted in accordance with the Revised Robert's Rules of Order.

HISTORY

Adopted by Ord. [08-253](#) on 11/3/2021

3.12.520 Records

Each formal action of the commission shall be embodied in full upon the minute book as a formal motion or resolution after an affirmative vote as provided in this section. The minutes of each meeting shall be approved at a future meeting. The recommendations and findings of the commission shall be presented to the council at the next regularly scheduled council meeting. The records of meetings and actions and recommendations shall be transmitted to the city clerk for keeping and distribution.

HISTORY

Adopted by Ord. [08-253](#) on 11/3/2021

3.12.530 Training

Commission members shall be encouraged to avail themselves of training courses offered by the city, the state, and other government and public training agencies and the council shall budget for the reimbursement of expenses incurred in training each year.

HISTORY

Adopted by Ord. [08-253](#) on 11/3/2021

3.12.540 Powers And Duties

- a) The commission shall prepare, hold hearings on, and recommend to the council the plans, programs, and policies as it deems necessary to carry out the purposes of LEC 3.12.420 et seq.
- b) The powers shall include, but not necessarily be limited to, studying and recommending to the council on the following:
 - 1. Land acquisition for park, trails, and recreation purposes;
 - 2. Plans for major improvements in city parks and trails;
 - 3. Rules and requirements for conduct of and in parks and recreation facilities;
 - 4. Plans and programs relating to the design and programming of city parks;
 - 5. Development of a capital improvement plan for the city's parks and recreation system;
 - 6. Annual work plan; and
 - 7. The other plans and programs as may be assigned from time to time.
- c) The commission shall not be considered a park board under state statutes and shall have no powers to acquire or lease land, employ personnel, enter into contracts or leases, or any similar powers authorized for a park board by state statutes.

HISTORY

Adopted by Ord. [08-253](#) on 11/3/2021

Appendix B



City of Lake Elmo Parks Commission Bylaws

Approved by the City Council, July 2, 2019

The name of this Commission is the Lake Elmo Parks Commission, hereinafter called the “Commission.” Beyond the by-laws, the Commission is also regulated by Chapter 3.12-IV of the City Code.

Section 2. Purpose and Mission.

- A. The purpose of the Commission is to advise and provide recommendations to the Lake Elmo City Council on needs, investments, redevelopment, and community involvement as it pertains to the parks, trails, and recreation facilities within the City of Lake Elmo. A comprehensive list is further outlined in City Code 3.12.540.
- B. The mission of the Commission will to provide planned, quality public services consistent with the City’s character in a fiscally responsible manner.

Section 3. Officers and Duties.

- A. The Commission shall have a chair and vice-chair. The term of office shall be one year and determined by election at the first meeting of the year.

Chair

- A. The chair shall organize and lead all meetings of the Commission.
- B. The chair will lead the development of the Commission work plan, implementation of the long-range plan and list of annual priorities for approval by the Commission and by the City Council.
- C. If required, the Chair shall represent the Commission among other City Commissions and at City Council meetings.
- D. The chair shall represent the Committee as needed in dealings with outside agencies and organizations on matters pertaining to Park and Recreation activities.

Vice-Chair

- A. The vice-chair shall act as an aide to the chair in fulfilling his/her duties as chair.
- B. In the absence of the chair, the vice-chair shall assume the duties of the chair.

Liaison

- A. The Liaison shall be a member from the hired City Staff whose duties are to prepare reports and present information about specific items being discussed on the advertised agenda. Responsibilities also include the provision of recommendations from a Code perspective and to furnish reports containing the recommendations of the Commission for consideration by the City Council.
- B. Minutes of each Commission meeting shall be prepared by the City Clerk or his/her designee and delivered to each member of the Committee at the subsequent meeting.

Duties.

All Commission Members are responsible to:

- A. Fulfill the expectations of Section 3.12.540 of the Lake Elmo City Code.
- B. Attend and participate in regular and special meetings in order to carry out the mission and duties of the committee;
- C. Express oneself, clearly and concisely, both orally and in writing, with tact, diplomacy and good judgment;

- D. Establish and maintain effective public relations when representing the Commission and the City;
- E. Keep themselves up to date on the City Code and Policies related to Parks.
- F. Have an understanding that they represent all Lake Elmo residents and make recommendations on their behalf, to the best of their ability.
- G. Participate in any subcommittees to which they may be appointed.
- H. Commission members are strongly encouraged to perform site visits (if appropriate) to the location of the agenda item that will be discussed.
- I. Each member is required to cast a vote either recommending approval, denial, or abstention.

Section 4. Meetings.

- A. Regular meetings shall be held on the third Monday of each calendar month at 6:30 p.m. Any regular meeting falling upon a holiday shall be rescheduled and posted appropriately to conform to the State Open Meeting laws. Meetings shall be held at the Lake Elmo City Hall, unless notice of the alternate location is given to the members and the public at least 3 days in advance of the meeting. All Commissions meetings are open to the public.
- B. Special Meetings. Special meetings of the Commission may be called at any time by the chair or the vice-chair, in the chair's absence with 3 days advance notice to the public and to all Commission members.
- C. Meetings shall proceed and be conducted following Roberts Rules of Order.
- D. If a resident chooses to speak during a meeting the Chair shall allow them 6 minutes to state their stance to the Commission. During that time the Chair shall also request the individual to state their name and address. When speaking, transferring minutes from one speaker to another to increase another's allotted time to speak is not permitted.

Quorum.

- A. When Members are not at a public meeting they must avoid discussing or responding to City Business when there are more than two members involved with the conversation. Doing so could easily constitute a violation of the State's open meeting laws. Members must abide by all aspects of the open meeting law including serial meetings and electronic communications.

Section 5. Order of Business.

Order Established.

Each regular meeting of the Commission will convene at the appointed time and place. Commission business shall be conducted in the following order:

- A. Call to Order
- B. Pledge of Allegiance
- C. Public Comment for non-agenda items
- D. Approve Agenda
- E. Approve Minutes
- F. Action Items
- G. Public Comment, by approval of the Chair (specific to the action item).
- H. Items for upcoming meetings
- I. Adjournment

Section 6. Notes to Order of Business.

Agenda.

- A. If a Commission member wishes to add an item to the agenda they must contact City Staff the Tuesday of the week before the meeting to make the request.

Reports. The following is the order that agenda items should be presented and discussed.

- A. Introduction of item.
- B. Report by Staff or other presenter.
- C. Questions from Commission to presenter.
- D. Address questions/comments to applicant/presenter.
- E. At the discretion of the presiding Officer, a public comment period may be held. Each member of the public shall state his or her comments within a time period of 6 minutes. The Commission shall not interrupt or interact until public comments are completed.

- F. After steps D. and E. the Commission shall enter into a discussion which may include follow up questions to Staff or the Presenter.
- G. Following discussion the Commission may make a motion, followed by a second. Additional discussion may occur before a vote is taken. The results of the vote are announced by the Chair.

Public Comment. At the discretion of the presiding officer, there may be a public comment period.

- A. A limited forum maybe be provided for members of the public to speak with the Commission on each agenda. Public comments during the public comment period are subject to the following limitations:
 - 1. Speakers must be recognized by the presiding officer before speaking and are limited to 6 minutes for comment. Speaking time shall not be passed from one person to another with the intent of increasing speaking time;
 - 2. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The presiding officer may request speakers to appoint a spokesperson;
 - 3. The Chair should request speakers to sign up prior to speaking and provide their name, address, and a brief summary of the subject matter which they wish to address. The sign-up sheet will be available at the start of the Commission meeting;
- B. Commissioners shall not interrupt or interact with the public during the public comment period. This forum is not intended to serve as a back and forth discussion. Furthermore, the Commission will only discuss items that are on the agenda.
- C. If a topic is brought up during the public comment period which was not on the agenda, the Commission may direct Staff to add it to a future meeting agenda.

Section 7. Amendments. Amendments may be made to the By-laws for the Commission so long as the request is established on an agenda for a regular meeting. These bylaws and amendments thereto are subject to approval by the City Council.

Appendix C

103.00.150 Park Land Dedication Requirements

- a) *Dedication of land for park and open space use.* In all new residential subdivisions, a percentage of the gross area of all property subdivided shall be dedicated for parks, playgrounds, trails, public open space, or other public recreational use. For nonresidential developments, the city requires a payment in lieu of land dedication as established by resolution of the city council. Such percentage or fee shall be in addition to the property dedicated for streets, alleys, waterways, pedestrian ways or other public use pursuant to this title. The following schedule describes the required dedication by zoning district. This schedule is based upon density of the development allowed in each district and is intended to equalize the amount and value of land dedicated for parks per dwelling unit in the various districts.

<i>Zoning Districts</i>	<i>Minimum Required Land Dedication</i>
V-LDR, GCC, LDR, MDR, HDR	10 percent
RS, AG, RE, RR (Rural Districts)	5 percent
C, CC, LC, BP, VMX, MU-BP, MU-C	Fees as set by Council resolution ^a
a. A 10% charge is applied if a residential component is incorporated into the development/subdivision. However, the 10% charge does not apply to a minor subdivision.	

- b) *Land title.* Public land dedications, which are not dedicated to the city on a plat, shall be conveyed to the city by warranty deed free and clear of all liens or encumbrances. The subdivider shall provide proof of title, in a form acceptable to the city, prior to the conveyance of the property.
- c) *Land acceptability.* The city must approve the location and configuration of any park land which is proposed for dedication and shall take into consideration the suitability of the land for its intended purpose; the future needs of the city for parks, playgrounds, trails, or open space; and the recommendations of the city's parks commission. The following properties shall not be accepted for park land dedications:
1. Land dedicated or obtained as easements for streets, sewer, electrical, gas, stormwater drainage and retention areas, or other similar utilities and improvements;
 2. Land which is unusable or of limited use; and/or
 3. Land within a protected wetland or within a floodplain area unless the council determines that all of the following criteria are satisfied:
 - a) Would be in the best interests of the general public;
 - b) Would be valuable resource for environmental preservation, educational, or habitat preservation purposes;
 - c) Has an exceptional aesthetic value; and
 - d) Would not become financially burdensome to the city as a result of maintenance or preservation requirements.
- d) *Trails.* Trails constructed by a subdivider within dedicated public open space having at least 30 feet of width are eligible for park credit. The maximum amount of trail dedication credit shall not exceed 25 percent of the total required park dedication. To receive credit for a trail, there must be a through public trail connection to the larger Lake Elmo or Washington County trail network. If the proposed trails are not able to connect to existing trails, they must be installed in a way that would provide a connection to future planned trails as additional infrastructure is established.

- e) *Cash contribution in lieu of land dedication; residential subdivisions larger than three lots.* In lieu of the land dedication for major subdivisions, the city may elect to require the subdivider to contribute a cash equivalent payment to the city's park and open space fund, or may require the developer to satisfy the park land dedication requirement by a combination of land and cash contribution. For all major subdivisions, the required cash equivalent payment shall be an amount equal to the fair market value of the required percentage land dedication for the zoning district in which the subdivided property is located. The city shall determine the fair market value of the land by reference to current market data, if available, or by obtaining an appraisal from a licensed real estate appraiser; the subdivider shall pay for the cost of the appraisal. The fair market value determination of the appraiser shall be conclusive.
- f) *Cash contribution in lieu of land dedication; minor residential subdivisions, lot divisions, and commercial development.* Required cash equivalent payments for minor subdivisions, lot divisions or for commercial development projects shall be as determined from time to time by council resolution and as is set in the city fee schedule.
- g) *Payment of cash contribution.* Cash contribution payments shall be made to the city prior to release of building permits for the project or phase of development.
- h) *Resubdivision of a cash-in-lieu paid property.* Previously subdivided property from which a park dedication or cash in lieu contribution has been received, upon resubdivision with the same number of lots, is exempt from park dedication requirements. If, as a result of the resubdivision of the property, the number of lots is increased, the park dedication or cash in lieu contribution shall be applied only to the net increase in the number of lots.
- i) *Special park and open space fund.*
 - 1. A cash contribution paid to the city shall be placed in a special fund. The money shall be used only for:
 - a) The acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands or open space based on the approved park systems plan;
 - b) Redevelopment or rehabilitation of existing park facilities or sites; or
 - c) Debt service in connection with land previously acquired or improvements thereto previously constructed.
 - 2. No funds shall be used for ongoing operation or maintenance of existing parks recreational facilities or sites or city vehicles.

HISTORY

Adopted by Ord. 08-253 on 11/3/2021

Appendix D

The park inventory with addresses and amenities are located in the 2040 Comprehensive Parks Plan.

The list of parks in Lake Elmo:

Carriage Station	Lake Elmo Park Reserve	St. Croix's Sanctuary
DeMontreville	Lake Jane Hills	Stonegate
DeMontreville Wildlife	Legion Ave N (unnamed)	Sunfish Lake
Heights	Lions	Tablyn
Heritage	Pebble	Tana Ridge
Homestead	Reid	VFW
Kleis	Ridge	

Appendix E

City of Lake Elmo, Minnesota
Capital Improvement Plan - 2023 - 2027
 2023 thru 2027

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2023	2024	2025	2026	2027	Total
Grants/Donation								
New or Refurbished Ballfields	PR-017	1		1,000,000				1,000,000
Grants/Donation Total				1,000,000				1,000,000
Park Dedication Fund								
Central Greenway Regional Trail	PR-009	3	220,000					220,000
Dog Park	PR-019	4		25,000				25,000
Neighborhood Trail Connections	PR-021	2	250,000					250,000
Pebble Park Playground Replacement	PR-022	3		125,000				125,000
DeMontreville Park Playground Replacement	PR-023	3		125,000				125,000
Tablyn Park Court Resurfacing	PR-024	3	90,000					90,000
Pebble Park Courts	PR-025	2	120,000					120,000
Kleis Park Disc Golf	PR-027	3		25,000				25,000
Tablyn Park Play Equipment	PR-029	4		125,000				125,000
Stonegate Park Play Equipment	PR-030	4		125,000				125,000
Carriage Station Park Play Equipment	PR-036	5			125,000			125,000
Pickleball Court	PR-037	2	100,000					100,000
Trail Additions	PR-038	3		78,000				78,000
Park Dedication Fund Total			780,000	628,000	125,000			1,533,000
Vehicle Replacement Fund								
Utility Vehicle/Trail Groomer	PR-020	3		37,000				37,000
Vehicle Replacement Fund Total				37,000				37,000
GRAND TOTAL			780,000	1,665,000	125,000			2,570,000

Parks Commission

Member Handbook

Mission and Vision

- *The mission of the City of Lake Elmo is to provide planned, quality public services consistent with the city's character in a fiscally responsible manner.*
- **Ethics and Integrity** – We believe that ethics and integrity are the foundation of public trust and confidence and that all meaningful relationships are built on these values.
- **Visionary Leadership and Planning** – We believe that the very essence of leadership is to be visionary and innovative while planning for the future.
- **Excellence and Quality in the Delivery of Services** – We believe that service to our residents is our reason for being and commit to delivering services in a professional, cost-effective, and efficient manner.
- **Fiscal Responsibility** – We believe that fiscal responsibility and prudent stewardship of public funds, both short-term and long-term, are essential for citizen confidence in government.
- **Open and Honest Communication** – We believe that open and honest communication is paramount for an involved citizenry and fosters a positive working environment for employees.
- **Respect for the Individual** – We believe that citizens we serve are to be treated with the utmost respect and deserve the best treatment the city can provide.
- **Thoughtful Community Building** – We believe in the development of our community through thoughtful, careful planning that is communicated in a positive manner that enhances the process.
- **Professionalism** – We believe that continuous improvement and innovation is the mark of a professional organization and we are committed to applying this principle to the services we offer and development of employees.
- **Accountability** - We believe in decision-making processes that are based on facts, data, and the prioritization of community interests above the individual.

Local Government Structure

Lake Elmo is a statutory Plan A City.

- City council consist of the mayor and four council members
- The vote of the mayor counts the same as a council members vote
- The city council is responsible for the legislative and policy decisions
- City council employs the city administrator, who oversees the day-to-day operations of the city

City Council

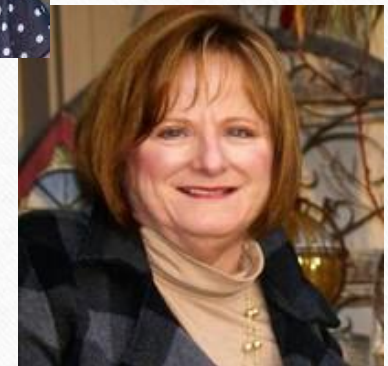
Mayor: Charles Cadenhead

Jeff Holtz

Katrina Beckstrom

Matt Hirn

Lisa McGinn



Staff Liaisons

- Sophia Jensen - City Planner
Email: Sjensen@lakeelmo.org
Phone: (651) 747-3911
- Adam Swanepoel - Assistant Public Works Director
Email: Adamswanepoel@lakeelmo.org
Phone: (651) 747-3946
- Rebecca McGuire - Deputy Clerk
Email: Rmcguire@lakeelmo.org
Phone: (651) 747-3904

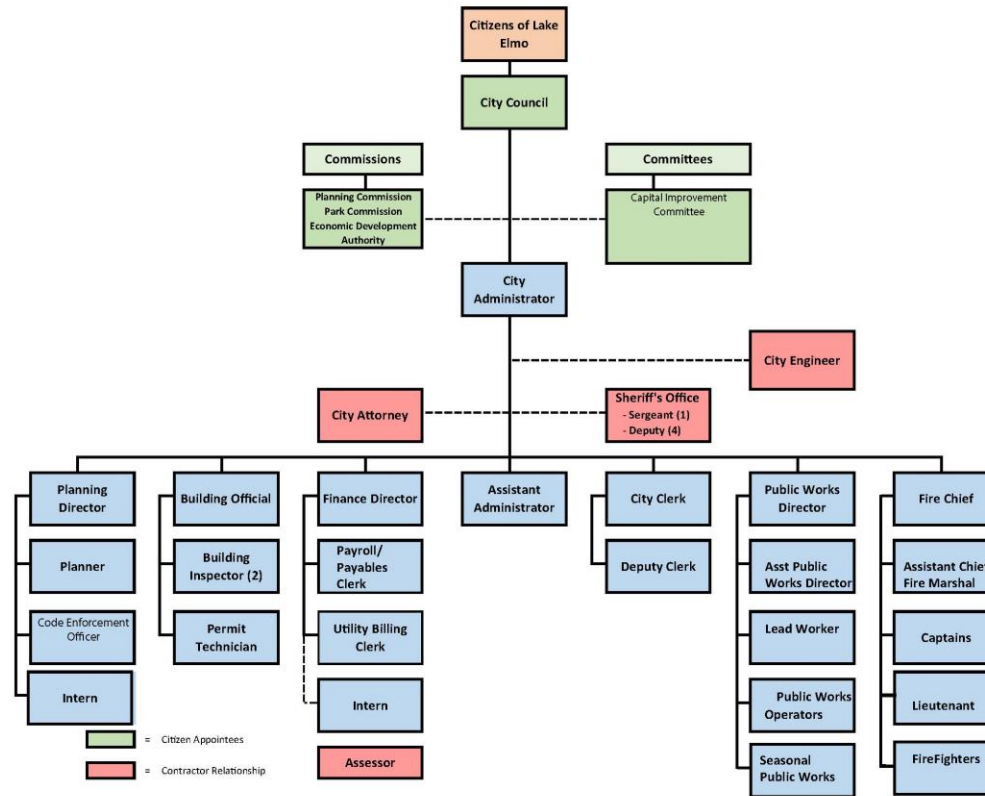
Commission Functions

Parks Commission

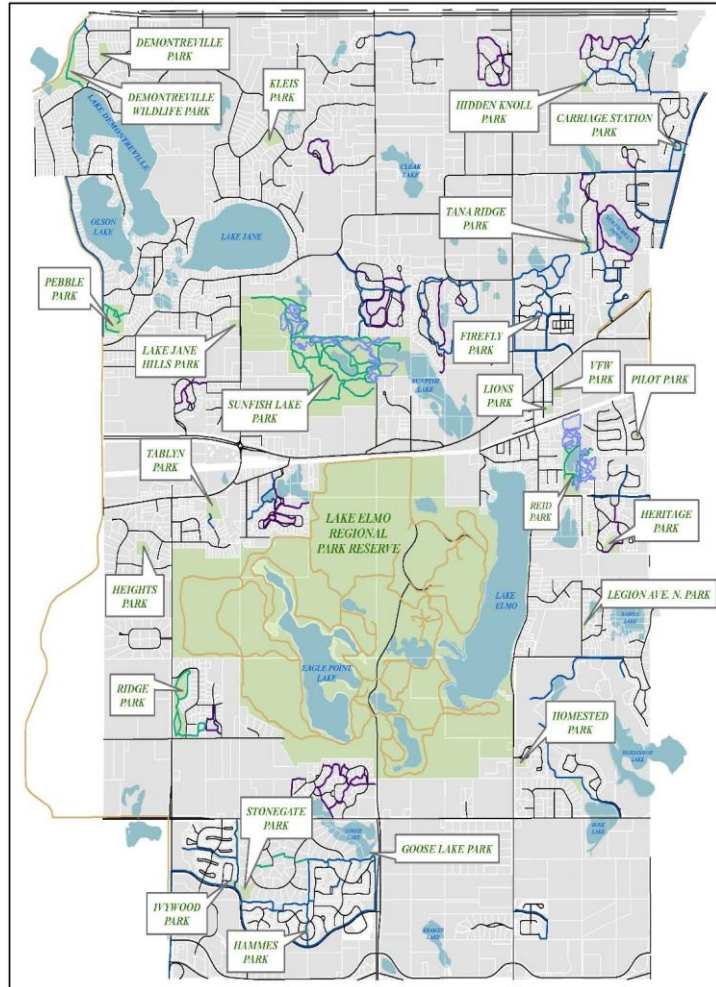
- Advices the Lake Elmo City Council on issues regarding the development, improvements and maintenance of the city's parks and trails
- Consist of 7 voting members; members shall be appointed for 3- year terms so that only 1/3 of the appointments will expire on December 31st of each year.



ORGANIZATION CHART 2023



City of Lake Elmo Trails and Parks



Trail Classification(s)

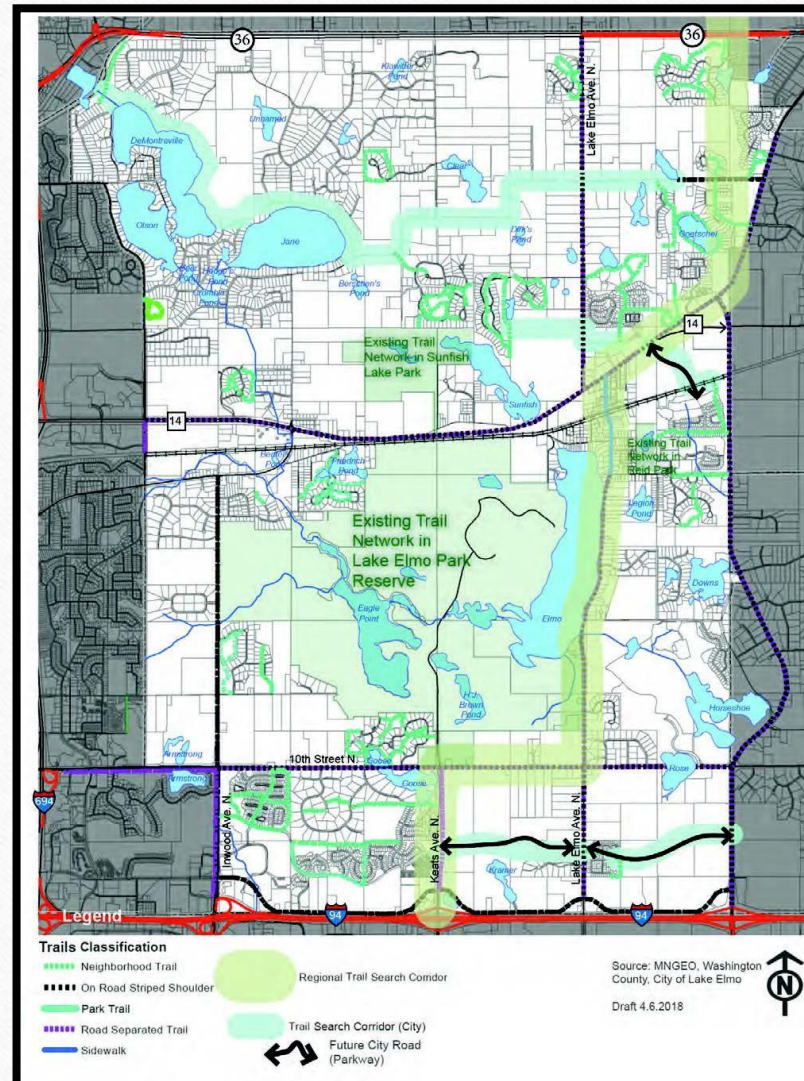
- Public Walking Trail Unpaved
- Public Walking Trail
- Private Walking Trail
- County/Regional Trail
- Bike Trails
- Lake Elmo Roads



0 0.375 0.75 1.5 Miles

Map Date: June, 2021

Future Trail Plan Guide



Trails Classification

- Neighborhood Trail
- On Road Striped Shoulder
- Park Trail
- Road Separated Trail
- Sidewalk
- Regional Trail Search Corridor
- Trail Search Corridor (City)
- Future City Road (Parkway)

Source: MNGEO, Washington County, City of Lake Elmo
Draft 4.6.2018



ABOUT COMMISSIONS AND COMMITTEES

Objective of Commissions and Committees

- Lake Elmo City Council establishes commissions and committees to engage residents in city work and provide a variety of perspectives.
- City staff support commissions and committees to ensure effective governance.
- Commissions and committees do meaningful work for the community and residents

Supporting City Council

- The City of Lake Elmo commissions and committees are established by the Lake Elmo City Council and serve as advisors to the council.
- Commissions and committees are expected to support the city council and serve at the discretion of city council.

Commission Role

- The commission shall prepare, hold hearing on, and recommend to the city council the plans, programs, and policies as it deems necessary.
- The powers include but are not necessarily limited to studying and recommending to the council the following:
 - Land acquisition for parks, trails, and recreational purposes
 - Plan for major improvements in city parks and trails
 - Rules and requirements for conduct of and in parks and recreational facilities
 - Plan and program relating to the design and programming of city parks
 - Development of a Capital Improvement Plan for the city's parks and recreation system
 - Annual work plan and other plans and programs
 - Responsibilities as outlined in LEC 3.12-IV Parks Commission

Not Commission Role

- Do not direct the work of city staff.
- Do not take responsibility for financial performance of any city facility or program.
- The commission shall not be considered a park board under Minnesota Statutes and shall have no powers to acquire or lease land, employ personnel, enter into contracts or leases, or any similar powers authorized to a park board by Minnesota Statutes.

Key Players

Chair

- Lead meeting and facilitate discussion
- Ensure bylaws are followed
- Maintain meeting decorum
- Facilitate development of annual work plan
- Consult with members regarding attendance issues
- Encourage participation by all members and the public

Vice Chair

- Support the chair as needed
- Performs the chair duties if the chair is unavailable

City Code and Bylaws

- **City Code:**

To locate city codes citing Parks Commission see Appendix A in the handbook.

- **Bylaws:**

Rules established to regulate the commissions and committees, as allowed by the city council. The city council establishes and approves bylaws. For Parks Commission bylaws see Appendix B in the handbook.

Annual Calendar

Work Plan:

Annual work plans ensure that the commissions' initiatives are aligned with the city council's priorities.

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.

The full work plan is located in the commission handbook.

COMMISSION MEETING

Types of Meetings

Regular Meeting:

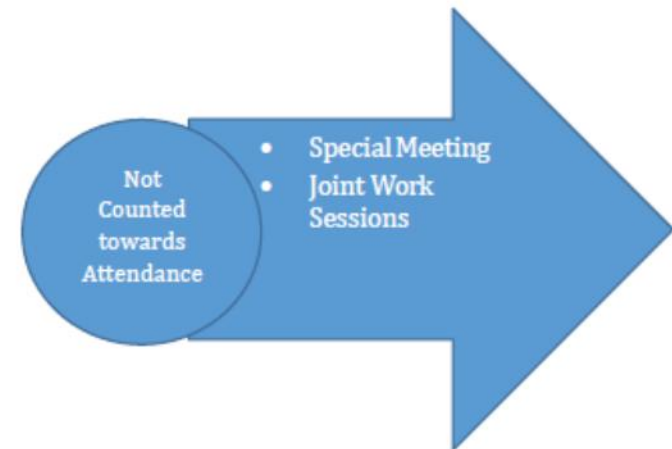
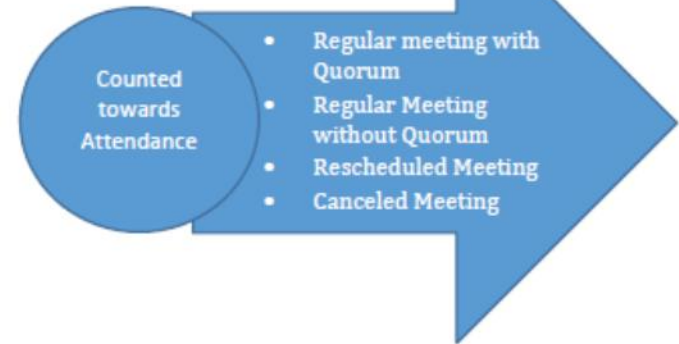
- Regular meetings shall be held on the third Monday of each calendar month at 6:30 p.m.
- Any regular meeting falling upon a holiday shall be rescheduled and posted appropriately to conform to state Open Meeting Laws.
- Meetings shall be held at the Lake Elmo City Hall, unless notice of the alternative location is given to the members and the public at least 3 days in advance of the meeting.
- All commissions meetings are open to the public.

Special Meetings:

- Special meetings of the commission may be called at any time by the chair or the vice chair, in the chair's absence, with 3 days advance notice to the public and to all the commission members.

Attendance

- A record of attendance is maintained by the staff liaison. They are included with every meeting packet for individual monitoring.
- Attendance Policy:
 - Any member or alternative member may be removed by a majority of the council, for cause. Cause shall include but not limited to having more than 3 consecutive absences or being absent from more than $1/3 \sim 33\%$ of the meetings in any 1 calendar year.



Voting

-
- If any member has a personal interest of any kind in the matter before the commission, the member shall disclose the interest and be disqualified from voting upon the matter – It shall be record in the minutes that no vote was cast by the member.
 - The member abstains from the vote.
 - Each member attending any meeting shall be entitled to one vote.
 - Voting shall be by voice or by raise of hand.

Meeting Packet

- Each meeting packet contains:
 - Agenda
 - Draft Minutes
 - Reports and Recommendations
 - Correspondence
 - Relevant background information for the meeting
- It is paramount that you review the meeting packet and are prepared prior to the meeting.

Agenda

Proceedings:

I. Call to Order

II. Pledge of Allegiance

III. Public Comment, for non-agenda items

IV. Approve Agenda

V. Approve Minutes

VI. Business Items

a. Public Comments, by approval of the chair

VII. Items for upcoming meetings

VIII. Adjournment

Agenda:

- If a committee member wishes to add an item to the agenda they must contact City Staff by Tuesday of the week before the packet distributes to make the request.
- The city administrator or an appointed designee shall advise the chairperson of any matters the committee must consider by council directive, ordinance, or statute and shall have prepared and supply a written agenda of all meetings to all commission members, the council, and the public.

Minutes

- Minutes constitute a vital record of the city and are the best means of preserving council intent, findings of facts, and action. – The staff liaison must keep a minute book.
- Minutes Must Include:
 - I. The commission/committee members who are present
 - II. The type of meeting (regular, special, continued, closed)
 - III. Date and place of meeting
 - IV. Time the meeting was called to order
 - V. Approval of minutes of the previous meeting, with any corrections
 - VI. The members who make or second a motion
 - VII. A record of all members and their vote for any roll call votes
 - VIII. The subject matter of all proposed resolution or ordinances
 - IX. Whether any resolution or ordinance is approved or disapproved by vote of the commission/committee
 - X. The votes of each member voting and any member not voting
 - XI. A statement of the findings of fact and an explanation of commission/committee action, including specific reasons for approval and disapproval of specific resolution or ordinances
 - XII. The name of all citizens appearing before the commission/committee during the public comment period along with a brief summary of the subject matter of their comments

Rules of Procedure (Robert's Rules of Order)

General Principals:

- Only one subject (main motion) is before the group at one time.
- Negative motions are generally not permitted; the motion needs to be phrased as a positive action, if the committee does not want to take action the motion can be voted down.
- Only one member speaks at a time; each speaker should first be recognized by the chair before making their motion.
- Each item is presented for full debate; each member speaks once until all members have had an opportunity to speak.
- All members have equal rights; the rights of the minority are protected and heard, but the will of the majority prevails.

Steps to a motion

- Members address the chair and the chair recognizes the member.
- Member states motion "I move to recommend the policy."
- Another member seconds the motion "I second."
- Chair repeats motion to the committee.
- Motion is discussed by group.
- Members can make subsidiary motions that assist the group in disposing of the main motion. "I move to table this discussion to the next meeting."
- Members vote on the subsidiary motion.
- If applicable, members vote on the main motion.
- Chair announces the results.

Subsidiary Motions (Actions on the first motion)...

To Accomplish this...

1. Avoid taking a direct vote on a motion
2. Change the wording of the motion
3. Have a committee discuss a motion in detail and come back with a recommendation
4. Discuss a motion latter in the meeting, or maybe put it off until your next meeting
5. Provide for a certain amount of time for discussion of the motion, either for the subject matter or for each speaker
6. End debate on the motion and vote now
7. Stop dealing with the motion temporarily until a majority decides to resume it

Use this Motion...

1. Postpone indefinitely
2. Amend
3. Refer to a committee
4. Postpone to a definite time
5. Limit or extend limits or debate
6. Close debate
7. Table

COMMUNICATION

Open Meeting Law

Why it exists:

- The Open Meeting Law requires that meeting of public bodies must generally be open to the public.
- Prohibits actions from being taken at a secret meeting where it is impossible for the interested public to become fully informed concerning decisions of public bodies or to detect improper influences.
- Ensures the public's right to be informed.
- Afford the public an opportunity to present its views to the public body.

To Comply:

- Provide public notice of the meeting a minimum of three days in advance.
- Hold meetings in a public place.
- When members are not at a public scheduled meeting they must avoid: discussing or responding to city business when there are more than two members involved with the conversation. Doing so can easily constitute a violation of the state's Open Meeting Laws. Members must abide by all aspects of the Open Meeting Law including serial meeting and electronic communication.

Communication with City Council

When presenting recommendations to city council it is essential that commissions and committees keep the following in mind:

- Recommendations should be in written form, typically found in the record of the minutes.
- Ideas should be expressed in clear and concise language.
- Proposed solutions should be viable and cost-effective.
- Recommendations should identify reasons for the change suggested.
- Advice should reflect the views of a consensus or a majority of commission and committee members.

Role of Staff Liaison- One of their primary roles is to assist in the delivery of information between the commissions and committees to the city council and vice versa.

Communication Tools

The Lake Elmo City Council has limited time to discuss matters and it's important for all the members to receive the information. Due to the time restraints, commissions and committees have four primary tools for communication.

1) Meeting Minutes - Meeting minutes are intended to give members a record of commission / committee proceedings

2) Joint Work Sessions - Joint work sessions may be held at least once a year. This is an opportunity to update the council on committee work plans.

3) Annual Work Plan - Annual work plans process enables committees to share their goals for the upcoming year. Council will assign each work plan item a council priority.

4) Staff Reports - Staff reports are prepared by staff to forward a regulatory item or other goal from the committee's approved work plan to a city council meeting for approval or direction.

Communication with the Public

- Members are expected to engage in communication with the public in a respectful manner, they should listen to the speaker, be accountable for their actions, take risk (be genuine), and finally be open with those you are communicating with.
- The governing body will provide two (2) opportunities for public comment during the meeting. First, an opportunity will be given at the onset of the meeting for general comment; second, opportunity will be given to speak on an agenda item at the time the governing body addresses the item.
- Citizens wishing to speak must sign in and provide their request to the committee or committee clerk for distribution to the chair. Upon being recognized, you should proceed to the lectern and state your name, address and topic to be discussed. You will be given six (6) minutes to speak. The chair may interrupt or terminate a citizen's statement when it is too lengthy, personal, insulting, abusive, obscene, or slanderous. Any person acting in an unruly manner may be asked to leave the meeting.
- When a group of persons wishes to address the committee on the same subject matter, they may choose a spokesperson to address the governing body.

Media Policy and Communication Guidelines

The staff liaison will work with the city's communication department or with the city administrator to coordinate and approve any:

- Public announcements
- Press release
- Media inquires
- Articles and city publications
- Social media post
- Marketing and graphic design request

ETHICAL AND RESPECTFUL CONDUCT

Conflict of Interest

A public officer, who has authority to take part in making any sale, lease, or contract in his or her official capacity, shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially from it. The term “public officer” certainly includes mayors, councilmembers, or other elected officials. It also may include appointed officers and employees who have influence over the decision-making process.

Members who have a conflict of interest must:

- Disclose the conflict of interest to the group.
- Abstain from discussing or voting on the matter.
- Any council member, board, or commission member who willfully conceals their interest as described in this section shall be guilty of a misdemeanor.

Gifts

Members may not receive gifts from any “interested person” in conjunction with their committee duties.

Respectful Behavior

Members should strive to:

- *Respect Others* - Assume people are honest, don't shame or blame others, no talking about people not present, and respect residents and the city and the city staff.
- *Listen* - No interruptions, ask clarifying not interrogating questions, use "I" statements not "You."
- *Accountability* - Participate to the best of your abilities, be responsible for making sure voices are heard, be accountable to your words, hold other accountable, be responsible for your actions.
- *Take Risk* - Be authentic, not be hostile or harassing others.
- *Personal Reaction* - Council members should not take things personally, and focus on the ideas being expressed.

Members should avoid:

- Speaking over or cutting off another individual's comments.
- Insulting, disparaging, or putting down people or their ideas.
- Bullying other members by displaying a pattern of belittling, demeaning, judging, or patronizing comments.

Violence or the threat of violence will not be tolerated

- The chair or staff liaison can call for the removal of anyone who threatens or commits an act of violence.

PARK LAND DEDICATION REQUIREMENT

Part of the Parks Commission Welcome Packet

November 2, 2022

PURPOSE

- ▶ This slide show is intended to be a informative tool for the park land dedication requirements described in the Lake Elmo City Code.
- ▶ A welcome packet containing this presentation is intended to be handed out annually to new and existing Parks Commission members.



LEC 103.00.150

Dedication of land for park and open space use. In all new residential subdivisions, a percentage of the gross area of all property subdivided shall be dedicated for parks, playgrounds, trails, public open space, or other public recreational use. For nonresidential developments, the city requires a payment in lieu of land dedication as established by resolution of the city council. Such percentage or fee shall be in addition to the property dedicated for streets, alleys, waterways, pedestrian ways or other public use pursuant to this title.

OR

Cash in lieu of land. The City may elect to receive a cash equivalent payment to the City's Park Dedication Fund instead of physical land, or a combination of cash and physical land. The cash payment shall be an amount equal to the fair market value of the land. A combination of land and cash is also acceptable.

LAND ACCEPTABILITY

Shall not be accepted for park land dedication:

- 1) Land dedicated or obtained as easements
- 2) Land which is unusable of unlimited use
- 3) Land within a protected wetland or a floodplain area unless council determines that all of the following criteria are satisfied:
 - a) Would be in best interest of the public
 - b) Would be valuable resource for environmental preservation, educational, or habitat preservation purposes
 - c) Has an exceptional aesthetic value
 - d) Would not become financially burdensome to the city as a result of maintenance or preservation requirements.

MINIMUM REQUIRED LAND DEDICATION

<i>Zoning Districts</i>	<i>Minimum Required Land Dedication</i>
V-LDR, GCC, LDR, MDR, HDR	10 percent
RS, AG, RE, RR (Rural Districts)	5 percent
C, CC, LC, BP, VMX, MU-BP, MU-C	Fees as set by Council resolution ^a

Trails at least 30 feet in width are eligible for park land credit, but shall not exceed 25% of the total required park land.

PARK DEDIATION FUND

Park Dedication Fund may be used for:

- a) The acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands or open space.
- b) Redevelopment of rehabilitation of existing park facilities or sites
- c) Debt service in connection with land previously acquired or improvements thereto previously constructed.

No funds shall be used for ongoing operation or maintenance.



Staff Report

DATE: 01/18/2023

MOTION

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

BACKGROUND:

Per Section 3.12.540 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. Parks commissioners have requested an updated park use plan. Staff will review and update the current plan to help provide guidance of future decisions. The

Parks Commission should review the items listed and determine the need for these items. Disk golf was removed from the work plan due to the lack of interest over the years. Staff recommends this being removed from the CIP as well when reviewed in June 2023. Staff also 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 include a connection from Ivywood Park through Stonegate to Lakes Ridge Crossing and a trail connection between Tapestry and Hamlet on Sunfish Lake. Both trail projects are a continuation from the 2022. Other trail improvements include resurfacing a segment in Demontreville Wildlife Area, the Hamlet on Sunfish public trails and a short section of trail from Stillwater BLVD past Gorman's to 36th St.

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 Operating 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.

Priority Levels are determined on a 1-5 scale with 1 being the highest priority and 5 being the lowest. This will serve as a guide to what tasks serve as a higher priority to staff and work allocation.

Planning and Policy				
Assess future park needs.				
Project	Specific Tasks	Priority	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. Work with Washington County on funding opportunities. 	3	Met Council has approved the master plan	Ongoing
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 	2	Ongoing	Ongoing
Park use plan	<ul style="list-style-type: none"> Update current plan Outline the needs of the City and neighborhood for amenities within the park. Apply findings to CIP. 	3	Ongoing	As needed
Look for Grant Opportunities	<ul style="list-style-type: none"> Look for grant opportunities that aide in development of parks within the City. 	4	Ongoing	Ongoing

Parking at Tablyn Park	<ul style="list-style-type: none"> • Outline options for additional parking at Tablyn 	3	Recommended	2024
Sand Volleyball Courts	<ul style="list-style-type: none"> • Provide park options for additional courts 	4	Recommended	2024
	Development & Equipping			
	Begin work on approved projects (those in the Capital Improvement Plan or have received a form of funding approval).			
Project	Specific Tasks	Priority	Status	Timeline
Sunfish Lake Park	<ul style="list-style-type: none"> • Continue with buckthorn removal project • Prescribed prairie burn and weed control • Work with MORC to maintain the single track trails. 	3	In Progress	2023/2024
Dog Park	<ul style="list-style-type: none"> • Review City Parks/Land to determine possible location 	2	In Progress	2023 or when location is identified
City Trail Connectivity	<ul style="list-style-type: none"> • Continue identifying trails within the City which can be connected to each other 	4	On Going	On Going
City Trail Connectivity	<ul style="list-style-type: none"> • Connecting trail from Ivywood to Stonegate • Rebuild and asphalt trails through Stonegate, connecting to Lake Ridge Crossing • Rebuild and resurface 36th St. Trail (Gorman's) • Connect Tapestry to Hamlet • Demontreville Wildlife Park - resurface • Hamlet on Sunfish Lake - resurface 	1	In Progress	2023
Pebble Park Tennis court resurfacing	<ul style="list-style-type: none"> • Resurface playing court • Update tennis courts to include pickle ball and tennis 	1	In Progress	2023
Tablyn Park – Tennis court resurfacing	<ul style="list-style-type: none"> • Resurface playing court • Update tennis courts to include pickle ball and tennis 	1	In Progress	2023

Baseball field updates	<ul style="list-style-type: none"> • Select from list of current fields to update. • Update fields to accommodate current need for baseball with the community 	2	In Progress	2023/2024
Demontreville Wildlife Park	<ul style="list-style-type: none"> • Add to Ski Grant Application and trail signage 	4	Ongoing	2023/2024
ADA Compliance	<ul style="list-style-type: none"> • Make access to current parks ADA Compliant • Pilot, Firefly, Ivywood 	3	Ongoing	Ongoing
Pebble Park Playset replacement	<ul style="list-style-type: none"> • Review and seek replacement piece according to CIP 	2	Recommended	2023/2024
Demontreville Playset replacement	<ul style="list-style-type: none"> • Review and seek replacement piece according to CIP 	2	Recommended	2023/2024
	Maintenance & Refurbishing			
	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"> • Public Works to provide placement 	4	Recommended	2023
Garbage Can and Tree Planting	<ul style="list-style-type: none"> • Trash Can Replacement • New Tree Planting 	4	Ongoing	2023/2024
Park needs assessment	<ul style="list-style-type: none"> • To be completed by public works staff. 	4	Ongoing	Yearly
City Trails	<ul style="list-style-type: none"> • Update City Trail maps • Tree Trimming as needed 	4	2023	Ongoing
Asphalt Trail Maintenance	<ul style="list-style-type: none"> • Inspections • Crack fill and seal coat • Parking lot asphalt maintenance 	3	In Progress	2023/2024
Playground	<ul style="list-style-type: none"> • Monthly inspections 	1	In Progress	2023
Ball fields	<ul style="list-style-type: none"> • Weekly/biweekly infield maintenance • Add infield clay to ballfield 	2	In progress	2023

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	Priority	Status	Timeline
Sunfish Lake Forest Management Plan	<ul style="list-style-type: none"> Continue to work and build off the existing management plan 	4	In Progress	On going
Sally Manzara Nature Center	<ul style="list-style-type: none"> Provide support as detailed in the agreement. 	4	In Progress	On going
Park Awareness				
Mission Statement: To promote the utilization of City Parks				
Project	Specific Tasks	Priority	Status	Timeline
Resident Survey	<ul style="list-style-type: none"> Survey residents on park amenities via new survey tool. 	4	As required	Ongoing
Resident Updates	<ul style="list-style-type: none"> Update parks web page on city website Provide Social Media updates on parks 	3	Ongoing	Ongoing
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	Priority	Status	Timeline
Update Capital Improvement Plan if needed to accomplish goals outlined herein	<ul style="list-style-type: none"> Reassess funding priorities as needed. 	1	As needed	June 2023
Provide Budget Updates as necessary	<ul style="list-style-type: none"> Provide financials on park dedication fund upon request. 	3	As requested	Ongoing



STAFF REPORT

DATE: 01/18/2023

MOTION

AGENDA ITEM: Pebble/Tablyn Courts Project

TO: Parks Commission

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director

REVIEWED BY: Marty Powers, Public Works Director
Kristina Handt, City Administrator

BACKGROUND: With the increased use of pickle ball courts in Ivywood and Lions Park additional funds were placed into the CIP in 2022 to update the tennis courts at Pebble and Tablyn Park in 2023. It was recommended both tennis court areas be turned into multi-use courts to include both pickle ball and tennis. The current proposal was the placement of four pickle ball courts and one tennis court at Tablyn and six pickle ball and one tennis court at Pebble Park.

The option of possibly just resurfacing Tablyn Park was not recommended by staff. After meeting with C&H sports to review the playing surfaces, it was noted the cracking and buckling of the asphalt is far enough where filling and resurfacing is only a bandage to the problem. Two separate layers of asphalt have already been applied to this court and movement of the layers will continue, quickly ruining any investment into the courts. It was suggested to remove all asphalt and base material and start over.

ISSUE BEFORE PARKS COMMISSION: Should the Parks Commission recommend to council the lowest responsible bids for the Pebble and Tablyn Park Courts Project?

PROPOSAL DETAILS/ANALYSIS: The city received two bids for the park project which included removal of old playing surface and sub-layers. Filling in the area with granular material and compacted aggregate and pave a 3" asphalt surface. After the allotted curing time, a color scheme and lining would be completed to show both pickle ball and tennis courts.

Staff reviewed both bids to identify any exclusions or differences. Peterson companies elected to install a 15" concrete maintenance strip around the outside perimeter of the courts. This would involve removing any and all fencing necessary to install the stip. This provides a barrier between the asphalt and fence which eliminates extensive cracking over time.

Two bids were received to update the electrical at Pebble Park. Work would include updating the meter cabinet, which currently provides the power to the tennis courts and pavilion. Update the lights to LED in the tennis court and renovate the electrical control box near the courts. Changing out the lights could see a 60 % cost savings on the current electrical expense per year. Replacement of the old control box would allow for a timer switch for users to turn on lights after dark and to utilize the courts throughout the season and later into the evening of park hours.

FISCAL IMPACT: The parks commission reviewed the CIP in June of 2022, at that time commissioners elected to increase the funds put toward the improvements of Pebble Park Courts to \$120,000. This decision added \$35,000 to the project. In addition, Tablyn Park Court Resurfacing was also increased from \$75,000 to \$90,000. The increase in funds was due to the need of more pickle ball courts and the current cost of construction in our area.

The received proposals are as follows:

Pebble and Tablyn Courts Project

Peterson Companies	\$438,485.00
Bituminous Roadways INC	\$434,390.00

Electrical

Killmer Electric	\$36,120
Stabner Electric	\$23,500

Note: Stabner's bid did not include a replacement cabinet at the meter location.

OPTIONS: 1) Approve Bituminous Roadway and Killmer bids
2) Deny acceptance of bids
3) Table the project

RECOMMENDATION: *"Motion to approve the bids presented by, Bituminous Roadway and Killmer Electric to complete the Pebble and Tablyn Courts Project."*



1520 COMMERCE DRIVE | MENDOTA HEIGHTS, MN 55120 | PHONE: 651-686-7001 | FAX: 651-687-9857

January 6, 2023

City of Lake Elmo

Tablyn & Pebble Park Tennis & Pickle Ball Project

This cover letter shall confirm that the proposer is willing and able to commit all necessary resources and staff as proposed.

It is understood and agreed that Bituminous Roadways, Inc. has by careful examination, satisfied itself as to the nature and location of the work, the character, quality and quantity of the materials to be used, the equipment and facilities needed to perform the work, the general and local conditions and all other matters which can in any way affect the work set forth in this proposal.

Authorized Signature

Secretary 1/6/23

Title and Date



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To:	CITY OF LAKE ELMO	Contact:	ADAM SWANEPOEL
Address:	3800 LAVERNE AVENUE N, STE. 100 LAKE ELMO, MN 55042	Phone:	
Project Name:	PEBBLE & TABLYN PARK TENNIS & PICKLE BALL PROJECT	Fax:	
Project Location:	2 LOCATIONS, LAKE ELMO, MN	Bid Number:	
		Bid Date:	1/6/2023

Item Description

PEBBLE PARK - 8160 LAKE JANE TRAIL N. LAKE ELMO

- Open & Close 30' Of Fence For Access To Courts,

Excavation 2,080 SY

- Excavate Existing Surface Material To Accommodate A 24 Inch Thick Sand Section. Dispose Of Material Off-site.

Class #5 Install 2,080 SY

- Furnish And Install A 24 Inches MN/DOT 3149 Select Granular Base.

Tolerance Agg Base

- Fine-grade SAND Base Material. INCLUDES ROLLING SUBGRADE

Bituminous Pavement Section Reconstruction (2125 SY) INCLUDES 9' X 45' TRAIL

- Excavate Existing Surface Material To Accommodate A 9 Inch Thick Pavement Section. Dispose Of Material Off-site.
- Furnish And Install A 6 Inch MN/DOT 3138 100% Crushed Class 5 Aggregate Base Course.
- Furnish And Install A 1.5 Inch (Compacted Thickness) MN/DOT 2360 Type SPNWB230C Bituminous Base Course.
- Furnish And Install A MN/DOT 2357 Bituminous Tack Coat.
- Furnish And Install A 1.5 Inch (Compacted Thickness) MN/DOT 2360 Type SPWEA240C - VIRGIN Bituminous Wearing Course.
- Furnish And Install 7 Sets Of Net Post,nets & Sleeves
- Furnish And Install 2 Coats Of Acrylic Blended Resurfacer & 2 Coats Of Acrylic Color Coating & Striping (includes Patching In Birdbaths.)

Restore Landscape -Along New Trail

- Landscape Restoration, Including Topsoil And Seed. Excludes Maintenance.

Total Price for above PEBBLE PARK - 8160 LAKE JANE TRAIL N. LAKE ELMO Items: \$244,990.00

TABLYN PARK - 8735 STILLWATER BLVD N, LAKE ELMO

- Open & Close 30' Of Fence For Access To Courts,

Excavation 1,500 SY

- Excavate Existing Surface Material To Accommodate A 24 Inch Thick Sand Section. Dispose Of Material Off-site.

Class #5 Install 1,500 SY

- Furnish And Install A 24 Inches MN/DOT 3138 3149 Select Granular Base.

Tolerance Agg Base

- Fine-grade SAND Base Material.. INCLUDES ROLLING SUBGRADE

Bituminous Pavement Section Reconstruction (1,500 SY)

- Excavate Existing Surface Material To Accommodate A 9 Inch Thick Pavement Section. Dispose Of Material Off-site.
- Furnish And Install A 6 Inch MN/DOT 3138 100% Crushed Class 5 Aggregate Base Course.
- Furnish And Install A 1.5 Inch (Compacted Thickness) MN/DOT 2360 Type SPNWB230C Bituminous Base Course.
- Furnish And Install A MN/DOT 2357 Bituminous Tack Coat.
- Furnish And Install A 1.5 Inch (Compacted Thickness) MN/DOT 2360 Type SPWEA240C - VIRGIN Bituminous Wearing Course.
- Furnish And Install 5 Sets Of Net Post,nets & Sleeves
- Furnish And Install 2 Coats Of Acrylic Blended Resurfacer & 2 Coats Of Acrylic Color Coating & Striping (includes Patching In Birdbaths.)

Total Price for above TABLYN PARK - 8735 STILLWATER BLVD N, LAKE ELMO Items: \$189,400.00

Total Bid Price: \$434,390.00

Notes:

- All work to start in June & be completed before September 25th 2023.
- Noted Addn: None
- For more information: www.bitroads.com

Payment Terms:

This proposal is subject to credit approval and is valid for 15 calendar days, after which time price quotes may be withdrawn without notice. This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payment due upon receipt of invoice. A finance charge of 1 1/2% per month (18% per year) will be charged on any balance over 30 days past invoice date, unless otherwise agreed upon in writing.

<https://bitroads.com/About-Us/75th-Anniversary>

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS

Authorized Signature: _____

Estimator: Brian Johnson
(651) 287-6055 johnsonb@bitroads.com



Corporate Resume 2022

PROVIDING SUPERIOR ASPHALT PAVEMENT SOLUTIONS

OUR PURPOSE

Our purpose is to create a growing, enduring and successful company with great people and expanding opportunities.

CORE VALUES

Safety | Integrity | Quality | Commitment | Respect

OBJECTIVE

As an asphalt contractor, we are seeking an opportunity to partner with our customers to provide superior asphalt pavement solutions. As an asphalt producer, we strive to create the best asphalt mix for each project and provide quality control.

ACCOMPLISHMENTS 1946-Current

The following is a list of satisfied customers, for whom services have been performed ranging from minor surface repairs to complete construction of new asphalt surfaces.

- 3M Center - Maplewood, Eagan & Cottage Grove
- Allianz Field
- Canterbury Park
- Cargill
- Eden Prairie Center, Knollwood Mall, Maplewood Mall, Ridgedale Center and Rosedale Center
- HOM Furniture
- Mall of America
- Metropolitan Council
- Minneapolis VA HealthCare System
- Minneapolis-St. Paul International Airport
- Minnesota United FC
- MnDOT
- Target Corporation
- Target Field
- TCF Stadium
- TCO Performance Center/MN Vikings
- Topgolf
- Treasure Island Resort & Casino
- Valleyfair
- Various Counties & Cities throughout the Metro
- YMCA - various locations throughout the Metro



Bituminous Roadways performs more than 1,000 projects per year for many different customers. Repeat business and customer referrals represent our greatest source of business.

BITUMINOUS ROADWAYS, INC.

1520 Commerce Drive | Mendota Heights, MN 55120

Phone: 651-686-7001 | Fax: 651-687-9857 | E-mail: info@bitroads.com

BITROADS.COM



COMPANY OVERVIEW

Bituminous Roadways, Inc. strives to be the company of choice for everything asphalt throughout the Twin Cities Metro area. For more than 75 years, BR has been an industry leader providing customers with the highest quality results for all of their pavement projects. We are dedicated to safety, innovation, continual improvement, environmental stewardship and most importantly, superior customer service.

BR develops and maintains quality working relationships with many commercial-industrial firms, property managers, municipalities, school districts, architects, utility companies, general contractors, engineering firms and developers.

From commercial/industrial pothole repair to interstate highway paving and underground utility work, no project is too big or too small for BR. Our core competencies range from asphalt production, paving, patching and cracksealing to milling, excavating and grading of all pavement areas; including parking lots, roadways, trails/pathways, and outdoor athletic surfaces, such as tennis, basketball and pickleball courts.

AFFILIATIONS

- AFE - Association for Facilities Engineers
- AGC - Associated General Contractors of MN
- AWC - Association of Women Contractors
- BOMA - Building Owners & Managers Association
- IREM - Institute of Real Estate Management
- MASMS - Minnesota Education Facility Mgmt Professionals
- MAPA - Minnesota Asphalt Pavement Association
- MCA - Minnesota Construction Association
- MN MHA - Minnesota Multi-Housing Association
- MRPA - Minnesota Recreation & Parks Association
- MSES - Minnesota Surveyors & Engineers Society
- MUCA - Minnesota Utility Contractors Association
- NAPA - National Asphalt Pavement Association
- Forest Lake Area Chamber of Commerce
- River Heights Chamber of Commerce
- Shakopee Chamber of Commerce
- Minneapolis Regional Chamber of Commerce
- Minnesota Chamber of Commerce
- United States Chamber of Commerce

ABILITIES

Bituminous Roadways has a rocks to roads approach to asphalt. Our experienced staff are a part of every process from mining to mixing, from transporting to installing, and from testing to billing. This concept allows BR to control every part of the process, which results in excellence in service delivery. BR presently operates:

Plants

- Inver Grove Heights Drum Plant:
11201 Rich Valley Blvd
- Minneapolis Batch Plant:
2828 Longfellow Avenue South
- Shakopee Drum Plant: 6898 East Highway 101
- Columbus Drum Plant: 13363 Freeway Dr. West

Crews

- 10 Grading Crews
- 5 Large Asphalt Paving Crews
- 1 Small Paving Crew
- 2 Patch Crews
- 3 Underground Utility Crews
- 2 Milling Crews
- 1 Reclaiming Crew
- 1 Specialty/Cracksealing Crew
- 1 Concrete Crew

Support Staff

- Fully operational shop staffed with highly trained mechanics, as well as low boy drivers and dispatch personnel who work together to move equipment to and from job sites
- Estimators skilled in general contracting, public work, maintenance, property management, and specialty projects, including outdoor athletic surfaces
- Internal departments including contract administration, accounting, human resources, safety, marketing, operations, IT/IS, and quality control
- Plant personnel including plant, scale and loader operators. Trucking dispatch that manages 2-100+ trucks a day, as well as BR truck drivers.

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Peterson Companies, Inc.
8326 WYOMING TRAIL
CHISAGO CITY, MN 55013
(P) 651.257.6864
(F) 651.257.3393
PETERSONCOMPANIES.NET

Date: January 6, 2023

Pebble & Tablyn Park Tennis and Pickleball Project
City of Lake Elmo
Adam Swanepoel

RE: Pebble & Tablyn Park Proposal

Adam,

We are pleased to provide the following proposal for the Pebble & Tablyn Park Tennis and Pickleball Courts project. Peterson Companies has over 20 years of experience in earthwork construction specializing in tennis courts, pickleball courts, basketball courts, ballfields, synthetic turf, and numerous other aspects of high tolerance specialized construction. Based on the scope of work for this project, we feel that this is a perfect fit for Peterson Companies.

Peterson Companies has a very well-versed staff which guarantees this project will be completed on time. We utilize specialty equipment including GPS and laser grading equipment to ensure we surpass tolerance requirements and provide an exceedingly superior product.

Peterson Companies, our asphalt subcontractor and our color court surfacing contractor are all members and certified builders of the American Sports Builders Association. (ASBA)

It is understood and agreed that Peterson Companies, Inc. has by careful examination, satisfied itself as to the nature and location of the work, the character, quality and quantity of materials to be used, the equipment and facilities needed to perform the work, the general location conditions and all other matters which can in any way affect the work set forth in this proposal.

Thank you for the opportunity to provide you with this bid proposal. Please feel free to reach out to me directly if you would further details regarding previous projects, references, etc.

A handwritten signature in black ink, appearing to read "Jake Sikora".

Jake Sikora
Project Manager II
651-257-0365

The following items have been specifically included within our proposal for the reconstruct of the courts. These items are based on the RFP as well as our knowledge of this scope of work.

Mobilization & Project Management:

- Mobilization of all equipment to and from each site
- Onsite management throughout the duration of the project
- Survey and project layout including topo of existing sites, modifications to grades as needed
 - We will verify all onsite existing conditions/elevations via Total Station equipment
 - We will computer model the surface of each court to ensure proper slopes while matching existing exterior grades

Demo and Removals:

- Open up existing fence to allow access to the courts
- Remove existing tennis nets, posts and foundations
- Remove and dispose of existing bituminous pavement

Erosion Control:

- BMP perimeter erosion control as required

Sitework:

- Cut and export soils for to allow for new granular subbase
- Import, place, and tolerance 24" of Select Granular Borrow Super Sand (MnDOT 3149.2B3)
- Import, place, and tolerance 6" of class 5 recycle aggregate base at courts and bituminous trail
- Reinstall salvaged fence which was removed to allow for site access & concrete maintenance strip installation

Concrete Maintenance Strip:

- Furnish and install 15" wide by 5" thick concrete maintenance strip centered on perimeter fence for border edge (4,500 PSI Concrete)
 - We opted to include the concrete maintenance strip as this will provide the best end product for these courts as the existing fence will remain.
 - We will remove existing fencing to the extent necessary to install the concrete maintenance strip

Bituminous Paving:

- Install 3" of bituminous paving in 1.5" lifts
 - Mix Designs to be SPNWB230B Non-Wear Course & SPWEA240B Wear Course **Virgin Mix**
- Install 45' long by 9' wide bituminous trail connecting the parking lot to courts at Pebble Park only
 - Mix Design to be SPWEA240B Mix 3" thick paved in one lift

Tennis/Pickleball Equipment

- Furnish and install 4 pickleball nets and 1 tennis court net at Tablyn Park
 - Douglas DTP-37 Tennis Posts, Douglas TN-36DMT Tennis Nets
 - Douglas Premier RD-36 Pickleball Posts, Douglas JTN-30 Pickleball Nets
 - Center anchors and adjustable center strap
- Furnish and install 6 pickleball nets and 1 tennis court net at Pebble Park
 - Douglas DTP-37 Tennis Posts, Douglas TN-36DMT Tennis Nets
 - Douglas Premier RD-36 Pickleball Posts, Douglas JTN-30 Pickleball Nets
 - Center anchors and adjustable center strap

Color Court Surfacing:

- High Pressure blow / Power wash surface as necessary
- F&I two (2) textured coats of acrylic blended resurfacer
- F&I two (2) textured acrylic color coats to the surface
 - Sportmaster Color Plus Surfacing System to be utilized
- Apply striping of 6 pickleball and 1 tennis court at Pebble Park and 4 pickleball and 1 tennis court at Tablyn Park per USARA painting guidelines

Restoration

- Final grade green area around the courts
- Apply general turf seed and hydromulch

Project Total

\$438,485.00

Project specific exclusions:

- Performance and pavement bonds
- City Permits
- Geotechnical testing of onsite soils, concrete, or asphalt
- No draitile or subdrainage is included nor was requested
 - This item to be further discussed with the City of Lake Elmo
 - If the underlying soils are granular in nature, then draitile may not be required. If they are clayey / silty in nature, then draitile should be instituted to ensure drainage of the sand section.

Please feel free to contact me with any questions you may have. We appreciate the opportunity to provide you with this proposal and look forward to working with you on this project.

Sincerely,

Jake Sikora
Project Manager II
651-257-0365