



*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
April 17th, 2023 at 6:30 pm**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
 - a) March 20, 2023
5. Public Comment
6. Tablyn and Pebble Courts Bid Review
7. Communication
 - a) ADA Compliance
 - b) Corajod Shades Donation
 - c) Baseball Field RFP
 - d) Dog Park
8. Adjourn

****Note: Every effort will be made to accommodate person or persons that need special considerations to attend this meeting due to a health condition or disability. Please contact the Lake Elmo City Clerk if you are in need of special accommodations.*

City of Lake Elmo Parks Commission Minutes

March 20, 2023

Members Present: Commissioners Rivera-Reyes, Hoelscher, Barrett, Bloyer, and Esch

Absent: Commissioner Kastler

Staff Present: Assistant Public Works Director Swanepoel and City Planner Jensen

The meeting was called to order by Rivera-Reyes at 6:30 PM.

Approval of Agenda

Barrett motioned to approve the agenda as presented, Bloyer provided a second; no discussion. Unanimously approved 5-0.

Approval of Minutes

Esch motioned to approve the February 22, 2023 Parks Commission Minutes, Barrett provided a second; no comments. Motion passed 4-0, Bloyer abstained.

Public Comments

Jim Kelly located at 2902 Lisbon Ave N: is one of the Washington County District 3 Parks and Open Space Commission representatives. Mr. Kelly introduced himself, commented about commission meetings and what the commission does, and stated that Lake Elmo has a local voice. Hoelscher provided feedback regarding the need for better communication with the County Trail System Plans.

City Dog Park

Assistant Public Works Director Swanepoel presented a potential City Dog Park and what that would entail. Commission discussed the site, restroom use, any health concern, and surrounding dog parks.

Esch moved to recommend to the City Council a city dog park and the attached rules be implemented using the existing property located at 4295 Jamaca Ave N once the Fire Department vacates Station #2, Rivera-Reyes provided a second; discussion held. All in favor, motion carried 5-0.

Baseball Field Improvements

Assistant Public Works Director Swanepoel reviewed the improvement options with the commission. Discussion held regarding the CIP, fields, floodplain, timeline, and amenities.

Barrett moved to recommend to the City Council authorizing a request for proposal for design services to be completed on only Reid and Ridge Park for improvements to the baseball field, Hoelscher provided a second; discussion held. Barrett amends the motions to recommend to the City Council authorizing a request for proposal for design services to be completed at Reid Park, Ridge Park, Pebble Park, and Stonegate Park for the improvements of the baseball fields, Esch provided a second; discussion held. Barrett withdrew the amendment. Original motion passed unanimously 5-0.

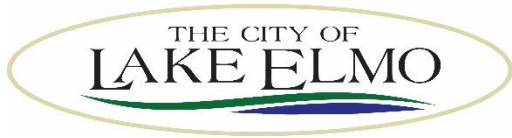
Communications

- a) Current ice rink will be closing this week.

- b) Hoelscher is requesting an update each meeting on where all these items are at, such as the playground equipment, Dog Park, ADA compliance, etc.
- c) Rivera-Reyes would like an update on the communication strategy as we build more parks and amenities.

Rivera-Reyes adjourned the meeting at 7:54 PM

Respectfully Submitted,
Rebecca McGuire, Deputy Clerk



STAFF REPORT

DATE: 04/17/2023

MOTION

TO: Parks Commission
FROM: Adam Swanepoel Assistant Public Works Director
AGENDA ITEM: Pebble/Tablyn Courts Project
REVIEWED BY: Marty Power, Public Works Director
Kristina Handt City Administrator

BACKGROUND:

In February 2023, staff brought two contractor bids in front of the Parks Commission for review for replacement and updates to the tennis courts at Tablyn and Pebble Park. These proposed updates would include converting two tennis courts at Tablyn Park to one tennis and four pickle ball. The three tennis courts at Pebble Park are being proposed to be converted to one tennis and six pickle ball courts. The Parks Commission recommended the lowest bids to City Council which was expected to be an agenda item on the 2/7/2023 City Council meeting.

Staff was advised by the city's attorney after review of the bids to reject all bids received. The attorney identified the different proposals presented by the contractors and noted the work being proposed was not comparable.

On 02/22/2023, the parks commission was advised of the progress of the project and informed them the project would need to be rebid. On 3/7/2023 staff presented the scope of the project to City Council who approved the bid specifications and advertisement for bids. Staff opened bids on for the project on March 31st 2023.

ISSUE BEFORE THE COMMISSION:

Would the Parks Commission like to recommend to city council the lowest responsible bidder's 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. Included in on the project would include all accessories for pickle ball and tennis at each location. In addition staff added benches and a rebounding wall to each park. Work would also 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 bids for the project are as follows:

Contractor	Tablyn	Pebble	Electrical
T.A. Schifsky & Sons	\$162,100	\$235,275	\$64,500
Killmer Electric			\$43,880

A project total bid from T.A. Schifsky & Sons was \$461,875. Killmer's bid will be rejected as incomplete. Bids received during this project are similar in price (\$8,000 lower) compared to what was received in January 2023.

RECOMMENDATION:

OPTIONS: 1) Accept the bid
2) Deny the bid
3) Table the project

“Motion to recommend to City Council the lowest bid presented by, T.A. Schifsky & Sons INC to complete the Pebble and Tablyn Courts Project as proposed.”