



*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  
3880 Laverne Avenue North  
October 16<sup>th</sup> 2023  
6:30 p.m.**

### **AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
  - a) August 21<sup>st</sup> 2023
5. Public Comment
6. Parks Advisory Committee Recommendation
7. Sunfish Lake Buckthorn Removal Grant Contribution
8. Lions Park Advertising
9. Sunfish Lake Park Bench Donation
10. 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**

### **August 21, 2023**

**Members Present:** Commissioners Kastler, Rivera-Reyes, Hoelscher, Elam, Barrett, and Esch

**Absent:** Commissioner Bloyer

**Staff Present:** Assistant Public Works Director Swanepoel

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

#### **Approval of Agenda**

**Barrett motioned to approve the agenda as presented, Hoelscher provided a second; no discussion. Unanimously approved 6-0.**

#### **Approval of Minutes**

**Esch motioned to approve the June 21, 2023 Parks Commission Minutes, Elam provided a second; comment. Motion passed unanimously 6-0.**

#### **Public Comments**

Charley Helfert at 11368 Blazing Star LN, representing the Lake Elmo Pickleball Organization, provided comments regarding their experiences at Lions Park.

#### **Invasive Species Management**

Assistant Public Works Director Swanepoel presented. Discussion held regarding the adopt-a-park program, setting a policy, grant options, and work tools.

**Hoelscher moved to create a group to see if there is interest, feasibility of developing an Invasive Species Policy for the City of Lake Elmo's parks with Commissioner Esch taking the initial lead, with no timeline and no set expectations other than the fact that we are trying to develop a policy, Rivera-Reyes provided a second; discussion held in regard to developing a subcommittee vs an informal group. Motion passed unanimously 6-0.**

#### **Neighborhood Trail Connections**

Assistant Public Works Director Swanepoel presented. Discussion held concerning bike trail connections, safety issues with wide shoulders where there is no trail and the need for connection in other areas of the city, off road trails, and possible connection to the Greenway Regional Trail.

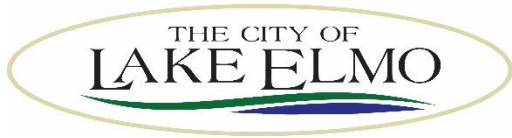
#### **Communications**

- a) Stonegate trails are being redone/revamped.
- b) Hamlet on Sunfish and DeMontreville trails are being paved.
- c) Pickleball in Tablyn and Pebble are still under construction.
- d) Staff has started ADA compliance work in the city parks; such as placing safety mulch.
- e) The Master Plan goes in front of Council next month.
- f) Dog park update provided.
- g) Ballparks were tabled at the Council meeting.
- h) The playground is on the agenda for 2024.
- i) Buckthorn removal update provided.
- j) Update on the donated tree and bench for Tablyn Park.
- k) Parking lot at the old Fire Hall is wonderful and portable toilets were a great addition this year.
- l) Tree give-a-way and volunteer discussion held.
- m) Soccer nets were placed at Pilot Park.

- n) Request for Pebble Park hours to be reviewed and start time for rentals to be discussed at a future date.
- o) Sunfish Lake Park volunteers – THANK YOU.
- p) It is that time of year again to complete park visits. The schedule will be set at a future meeting to make sure there is no quorum present during park visits. The goal is to be able to assess the parks and report back findings.

**Kastler adjourned the meeting at 7:44 PM**

Respectfully Submitted  
Rebecca McGuire, Deputy Clerk



## STAFF REPORT

DATE: 10/16/2023

### **Motion**

**AGENDA ITEM:** Parks Master Plan Advisory Representative

**TO:** Parks Commission

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

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### **BACKGROUND:**

Staff is seeking a representative from the Parks Commission to be part of the Parks Master Plan Advisory Committee.

The role of this member is to work with other community stakeholders and Bolton & Menk, to lay the foundation for a successful project. The advisory committee will meet three or four times throughout the project to discuss the goals/scope of the project, review needs analysis, and discuss opportunities for public engagement.

### **ISSUE BEFORE COMMISSION:**

Select a representative from among the current members to serve on the advisory committee.

### **RECOMMENDATION:**

*“Motion to recommend “\_\_\_\_\_” as an advisory committee member”*



## **STAFF REPORT**

DATE: 10/16/2023

### **MOTION**

**TO: Parks Commission**

**AGENDA ITEM:** Buckthorn Grant Contribution

**SUBMITTED BY:** Adam Swanepoel, Assistant Public Works Director

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

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### **BACKGROUND:**

Since 2017 the city has been involved in cleaning up the Buckthorn in Sunfish Lake Park. Efforts by staff were turned over to the Friends of Sunfish to apply for any grants the park would be eligible for.

In 2019 the Friends of Sunfish worked with Stantec to apply for a DNR grant. Parks commission and Council voted in favor of buckthorn removal in Sunfish Lake Park. At that time \$10,000 was given to the Friends of Sunfish Lake Park to offset the 10% of a grant that was applied for and received by the organization.

In the fall of 2022, The Friends of Sunfish applied for and received an additional DNR grant for continued buckthorn removal from the park. Stantec was awarded the grant funded project from the Conservation Partners Legacy for restoration over 140 acres for \$473,000. The Parks Commission recommended and the City Council approved an additional \$15,000 in the 2023 budget to the organization to help with the continued efforts of buckthorn removal from the park.

The Friends of sunfish recently received another \$50,000 Grant from the DNR to finish Phase 1 of the Sunfish Lake Restoration project.

### **ISSUE BEFORE COUNCIL:**

Would the Parks Commission recommend to contribute \$5000 (10%) towards the DNR Legacy Grant, for buckthorn removal in Sunfish Lake Park?

### **FISCAL IMPACT:**

The DNR grant requires a 10% contribution for the \$50,000 Legacy Grant. Currently Public Works has included \$5000 in the proposed 2024 public works expense budget for buckthorn management.

### **OPTION:**

1. Recommend to City Council the approval of \$5000 toward the DNR Legacy Grant
2. Don't approve the funds

### **RECOMMENDATION:**

***“Motion to Recommend to City Council the commitment of 10% or \$5000 toward the DNR Legacy Grant for Buckthorn removal at Sunfish Lake Park.”***



## STAFF REPORT

DATE: 10/16/2023

### **Motion**

**TO:** Parks Commission  
**AGENDA ITEM:** Lions Park Sign Renewal  
**FROM:** Adam Swanepoel, Assistant Public Works Director  
**SUBMITTED BY:** Marty Powers, Public Works Director  
Kristina Handt, City Administrator

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### **BACKGROUND:**

Since the rebuild of the Lions Ballfield in 2017 residents and businesses have had the opportunity to advertise on the outfield fence. This year, 21 advertisement signs were placed up in the outfield.

In June 2017 the Parks Commission reviewed the cost and the type of sign to be used to be sold within the park. The commission recommended to council the following;

- 4x8' 3mm Aluminum Composite Sign w/ Grommets at a cost of up to \$200.00 and a sale price of \$500/yr.
- 4x16 3mm Aluminum Composite Sign w/ Grommets at a cost of up to \$400.00 and a sale price of \$900/yr.

Initial cost of the sign would come from the advertiser's first year deposit. Each year the funds received from the signs are put into the Lions Park Ballfield Improvement Fund

Over the past few years staff has reviewed several cases in regards to replacement and renewal of advertisement signs in Lions Park. These cases were due to storm damage and advertisers wishing to change style or general information on their advertisement sign. Currently there is no language in our policy on when or how often signs should be replaced or if the advertiser should be charged for the changes.

### **ISSUE BEFORE THE COMMISSION:**

Would the park commission like to recommend advertisers pay for their own sign along with the yearly renewal fee?

### **PROPOSAL DETAILS/ANALYSIS:**

Yearly changes in an advertisers signs limit the funds being collected on a yearly basis. Continuously changing the signs also creates hardship on our contractor who only charges material costs. Signs should expect to fade from direct sunlight and receive dents from normal ballfield use. On average a sign should be expected to last three years before one would see extensive wear.

It currently costs \$200 to make an advertisement sign with the remaining \$300 going into the ballfield improvement fund. Previous advertisers who wish to renew their sign pay \$500, with all money going into the improvement fund.

Signs are currently being made by Weeks-End Signs and Graphics. Kathy has been creating the signs since the program started in 2017 and has been a strong advocate for improvements to the ballfield. Staff has seen no change in pricing of the signs since the program started.

City staff suggests having advertisers pay for the making of the sign in addition to the annual fee of \$500. Allowing advertisers to pay for their own sign will continue to fund the ball park's improvement fund as well as allowing those to make any needed changes at their own expense.

**FISCAL IMPACT:**

The city has the ability to collect over \$10,000 per year on advertisement on the Lions Park Ballfield. Remaking each of the signs can potentially cost up to \$4,000. Updating the advertisement language for the Lions Park Ballfield will help keep a healthy balance in the improvement fund and allow advertisers the ability to have an advertisement sign look new and fresh with updated information.

**RECOMMENDATION:**

*“Motion to recommend to City Council to amend resolution 2017-070 to read, initial cost of the sign would come from the advertiser in addition to a yearly fee of \$500 for a 4x8 sign and \$900 for a 4x16 sign.”*

**ATTACHMENT:**

- 2017 Resolution

**CITY OF LAKE ELMO  
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION NO. 2017-071**

*A RESOLUTION APPROVING INITIAL COST, PRICE, FUNDS BEING USED, AND TYPE OF  
SIGNS TO BE SOLD AND PLACED WITHIN LIONS PARK AND COMMITTING FUNDS*

**WHEREAS**, Lions Park is home to many annual events such as the Lake Elmo Rotary Ice Cream Social, Huff n Puff Days and numerous Lake Elmo Baseball Association games; and

**WHEREAS**, Lions Park is one of Lake Elmo's oldest parks and is in need of improvements for both safety and aesthetic reasons; and

**WHEREAS**, Lake Elmo residents and businesses are interested in contributing to improvements at the Lions Park Ballfield both through monetary and in-kind contributions and;

**WHEREAS**, volunteers have come forward offering to help sell advertising signs for the outfield fence at Lions Park and;

**WHEREAS**, the Parks Commission also recommended that every effort be made to give the signs a vintage feel when possible; and

**WHEREAS**, the Parks Commission reviewed the cost, price, funds to be used, and type of signs to be used and sold as advertisements within Lions Park at its June 19, 2017 meeting and recommended that Council approve the following:

- 4' X 8' 3mm Aluminum Composite Sign w/ Grommets at a cost of up to \$200.00 and a sale price of \$500.00/year.
- 4 X 16' 3mm Aluminum Composite Sign w/ Grommets at a cost of up to \$400.00 and a sale price of \$900.00/year, and

**WHEREAS**, the Parks Commission also recommended that the City Council commit the funds received from sales of signs to the Lions Park Ballfield Improvement Fund and;

**WHEREAS**, the initial costs of the signs would come from the funds deposited in the Lions Park Ballfield Improvement Fund.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lake Elmo approves the aforementioned initial costs, sale price, funding source, and type of signs that will be sold for advertising to raise funds for Lions Park, to be placed within Lions Park.



**BE IT FURTHER RESOLVED**, that the City Council does hereby commit the advertising revenues from the sale of signs at Lions Park to the Lions Park Ballfield Improvement Fund.

Passed and duly adopted this 5th day of July, 2017 by the City Council of the City of Lake Elmo, Minnesota.



Mike Pearson, Mayor

ATTEST:



Julie Johnson, City Clerk



KATHY WEEKS  
WeeksEndSigns@AOL.COM

Call  
651.269.3035

## Lions Park Sign Program/Lions Park Fund

Customer/Business Name:

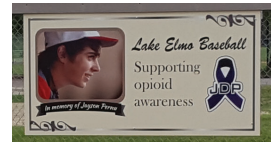
Date sign installed on Fence

1. Anita White/Coldwell BB May 2018
2. Shane Weiss/ShaneCon May 2018
3. Dan Stoudt/State Farm Ins. May 2018
4. Stoudt Law Firm May 2018
5. Aaron Runk/State Farm Ins. April 2019
6. Zignego Ins. April 2019
7. Lake Elmo Bank April 2019
8. Hagberg's Counry Mkt April 2019
9. L.E. Rotary Club June 2019



**Customer/Business Name:****Date sign installed on Fence**

10. Jay Pernu/Lake Elmo Baseball June 2022



11. Pete Ziemer/Apex Builders April 2023



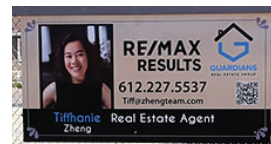
12. Jay Pernu/Nutrition Cave April 2023



13. Krueger's Christmas Trees April 2023



14. Tiffhanie Zheng/Remax April 2023



15. Bolton & Menk April 2023



16. Jeff Mdison/Krirkies Htg & Air April 2023



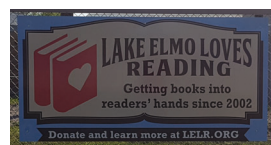
17. Mike Capra/Capra's Utilities April 2023

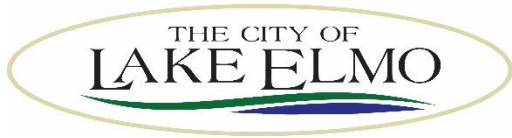


18. Stilly beverage May 2023



19. Lake Elmo Loves Reading May 2023





## **STAFF REPORT**

DATE: 10/16/2023

### **Motion**

**TO:** Park Commission

**AGENDA ITEM:** Mary Davis - Donation

**SUBMITTED BY:** Adam Swanepoel, Assistant Public Works Director

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

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### **BACKGROUND:**

The city has received a donation of \$1,500 from Mary Davis and her sisters, to be used for community improvement within Sunfish Lake Park.

### **ISSUE BEFORE PARKS COMMISSION:**

Should the Parks Commission accept the donation of \$1,500 from Mary Davis?

### **PROPOSAL DETAILS/ANALYSIS:**

Mary D wishes to make a donation of \$1500 to fund an upgraded park improvements preferably in Sunfish Lake Park. It is requested the donation would help purchase a bench to be placed between markers #20 and #7

Parks Commissioners should consider the following when accepting donations:

- (1) Is the gift of lasting value to the community?
- (2) Does it create potential liability issues for the City? That is, will people walk on it, sit on it, or under it? Will construction be inspected, is construction up to current standards (ADA accessible, for example?) Are the materials used acceptable for public construction?
- (3) Will some member of the public find the item offensive; can it be construed as having a religious content, or offending members of a protected class?
- (4) What will the potential annual maintenance cost of the gifted object be? Do the costs outweigh the value of the gift?
- (5) Does the gift carry implied duties that the City must perform? What is the cost of performance of such duties? Does the cost exceed the value of the gift?
- (6) If costs, direct or indirect exceed the value of the gift; acceptance of the gift may still be warranted if a public purpose is being served and all understand the costs as well as the value of the gift.
- (7) Also, does the acceptance of the gift imply that the City will replace the gift when worn out, destroyed by vandals, etc? If the gift is found to be no longer of use in the future, may the City at that time, sell, dismantle or convert to another use?
- (8) All agreements, prohibitions, etc, with respect to the gift should be noted in the minutes or Memorandum of Agreement for future reference.

### **FISCAL IMPACT:**

The proposed donation would be placed into the parks general maintenance fund for purchase or use toward park improvements.

Mary Davis and her sisters are looking to have a bench purchased with a plaque that reads, “Vontrat Sisters Sandy, LouAnn, Mary, Marie. Loved Nature and Each Other” They wish to have it placed in Sunfish Park.

**OPTIONS:**

- 1) Approve the donation from Mary Davis and recommend putting the donation towards the purchase of a bench to be placed in Sunfish Lake Park.
- 2) Do not accept the donation from the Mary Davis

The Parks Commission should identify any agreements or exclusions related to the recommendation.

**RECOMMENDATION:**

Staff recommends the following motion:

“Move to recommend to the City Council to approve the donation from Mary Davis and purchase a bench, placard and installation materials not to exceed \$1500 to be placed in Sunfish Lake Park.”