



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
December 18, 2023
6:30 p.m.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
 - a) November 20th, 2023
5. Public Comment
6. 2024 Parks Work Plan
7. Playgroud Replacement
8. Communications
9. Adjourn

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

**City of Lake Elmo Parks Commission Minutes
November 20, 2023**

Members Present: Commissioners Kastler, Bloyer, Barrett, Elam, and Esch

Absent: Commissioners Hoelscher

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

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

Approval of Agenda

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

Approval of Minutes

Esch motioned to approve the October 16, 2023 Parks Commission Minutes as presented, Barrett provided a second; no discussion. Motion passed unanimously 5-0.

Public Comments

None

Accept Resignation

Assistant Public Works Director Swanepoel presented.

Barrett moved to accept Juan Rivera-Reyes' resignation from the Parks Commission, Kastler provided a second; no discussion. Motion passed unanimously 5-0.

Appoint a new Vice-Chair

Assistant Public Works Director Swanepoel presented.

Esch moved to nominate Pat Barrett as Parks Commission Vice-Chair for the next month or two, Kastler provided a second; discussion. Motion passed unanimously 5-0.

Eberhard Property Sketch Plan – Rachel Development

City Planner Sophia Jensen presented. The development director of the project is seeking clarification from the commission.

Kastler motioned to recommend to the City Council the acceptance of cash in lieu of land based on the findings listed in the staff report, Bloyer provided a second; discussion. Motion passed unanimously 5-0.

January 9, 2023 City Council Workshop

Assistant Public Works Director Swanepoel presented. The commission had questions.

Barrett motioned to have the Parks Commission attend the January 9th, 2024 City Council Workshop meeting, Bloyer provided a second; discussion. Motion passed unanimously 5-0.

Communications

- a) Attendance will be verified before the January workshop meeting.
- b) Parks Master Plan Advisory Committee's first meeting was last week and will meet again in January. The survey is located on the city website and is in the weekly Friday newsletter, The Fresh.
- c) Light up Lake Elmo is on December 2nd.

- d) Naming of our new dog park is coming up. Name suggestions may be sent to Assistant Public Works Director Swanepoel.
- e) Buckthorn removal is currently in phase 2 and they are applying for phase 3.
- f) Work Plan coming up in December.
- g) Pickleball nets will be removed soon.
- h) Suggestion of amending the name of the Parks Master Plan to the Parks Comprehensive Plan.
- i) Discussed the process of how city parks get named.
- j) Invasive species discussion.
- k) Tree giveaway discussion.
- l) The city now has a YouTube channel.
- m) Recommendation for the city to get an Instagram account.

Kastler adjourned the meeting at 7:07 PM

Respectfully Submitted
Rebecca McGuire, Deputy Clerk



Staff Report

DATE: 12/18/2023

MOTION

AGENDA ITEM: Parks Commission 2024 Work Plan
SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director
REVIEWED BY: Marty Powers, Public Works Director

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 has built off of the 2023 work plan to establish the 2024 Parks Commission Work Plan.

This work plan is intended to assess and then implement the overall goals of the parks division 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 / Project and Development**– This section addresses the larger long term park projects and funding opportunities. Projects that will be carried out in the upcoming year.
 - This would be limited to projects approved through CIP.
- **Maintenance & Refurbishing** – Projects in this category are carried out by public works staff and does not rely on the Park Dedication money for funding and is based of the 2024 parks annual budget. Much of the maintenance by public works staff is daily operations along with weekly and monthly inspections.
- **Additional Park Initiatives** - Establishes goals and ways in which staff and the commission can increase the use of city parks and promote community engagement. Launch new and creative ways to reach park users, gain insight on future needs.
- **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 2024 work plan as proposed?

DETAILS AND ANALYSIS:

Planning / Project and Development – 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 the final preparation and opening of the new city dog park in 2024. This will include budgeting a project to include; fencing, signage, benches, shade and naming of the park.

In 2023, Parks commissioners requested an updated park use plan. Staff along with the advisory committee will continue working with Bolton and Menk to finish preparing the new plan which is scheduled to be presented in June 2024.

Two playground sets are scheduled to be replaced in 2024, staff will bring potential options and plans to be reviewed and implemented in Pebble and Demontreville Park.

Staff will present site options for sand volleyball courts and provide cost and expense of the project. Staff will continue to focus on any potential trial connectivity and make any future suggestions with potential of community growth.

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. Public works staff conducts daily operations throughout city parks including weekly and monthly safety inspections.

Additional Park Initiatives

Items in this section focus on additional efforts by the commission and staff to continue the upkeep of our community parks to make them enjoyable for all users. A joint workshop with city council planned to review the 2024 work plan will assist in keeping the assigned goals on track for the upcoming year and provide guidance for future decisions. Staff will continue to support the efforts of conservation programs provided at the Sally Manzara Nature Center including the buckthorn removal project and present any future grant opportunities.

Additional work in this area will include providing naming options for the new dog park expected to open in 2024 along with adding Demontreville Wildlife Park to our ski grant application. This includes staff creating a designated trail and adding any appropriate signage.

Tree planting within our parks has continued to be requested by users. Staff will work with volunteers of adopted parks to help plant additional trees throughout during our Arbor Day event.

Finance

In June 2023 the Parks Commission approved the CIP and recommended it to City Council. Council approved the 2024- 2033 CIP in its December 5th meeting. Staff along with the Parks Commission will again review the CIP in June 2024 and make appropriate adjustments for the upcoming year. Staff will provide commissioners updates of the Park Dedication Fund balance at scheduled meetings when funds may be considered.

OPTIONS:

1. Approve the Parks Commission 2024 Work Plan as presented.
2. Amend the Parks Commission 2024 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 the 2024 Parks Commission Work Plan to City Council.”

ATTACHMENTS:

1. 2024 Parks Commission Work Plan Draft



2024 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 three segments: Project and Description; Maintenance & Refurbishing and other Park Initiatives.

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.

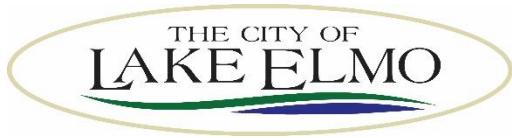
Priority Levels are determined on a 1-5 scale with 1 being the highest priority and 5 being the lowest. This will serve as a guide to what tasks serve as a higher priority to staff and work allocation.

Key

Status	C – Complete IP – In Progress
PL	Priority Level (1-5 with 1 being the highest priority)

Planning / Project and Development	PL	Status
Planning and Policy		
• Update Parks Master Plan	1	IP
• Washington County Central Greenway Trail Plan - Assist Washington County when necessary for planning and funding opportunities	1	IP
• Outline options for additional Parking at Tablyn Park	3	IP
• Outline options for additional sand volleyball courts	3	IP
• Pebble Park Playset Replacement	2	IP
• Demontreville Park Playset Replacement	2	IP
• Open Lake Elmo Dog Park	2	IP

Maintenance & Refurbishing		
• Parks Needs Assessment	3	Annual
• Asphalt trail Maintenance - Inspections, crack filling and inspections	3	IP
• Playground and Park Inspections	3	IP
Additional Park Initiatives		
• Hold a joint Parks Commission / City Council work session	2	IP
• Seek land for purchase for multisport use	1	IP
• Naming new City Dog Park	2	IP
• Park Tree Planting	4	IP
• Add Demontreville Wildlife Park to Ski Grant Application	3	IP
• Oversee efforts of buckthorn removal and Sally Manzara Nature Center	4	IP
Finance		
• Update Capital Improvement Plan	1	IP
• Provide Budget Updates as needed	4	IP



STAFF REPORT

DATE: 12/18/2023

Discussion

TO: Parks Commission
FROM: Adam Swanepoel Assistant Public Works Director

AGENDA ITEM: Playground Replacement
REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

In October 2022, the Parks Commission made a motion to recommend a future replacement to the Pebble and Demontreville playsets. Commissioners had previously completed walkthroughs of each park and reviewed the survey results that were collected in June of 2022. Both playsets are scheduled in the CIP for replacement in 2024.

Pebble Park play set was originally installed in 1992 and has exceeded its lifespan. Commissioners were in favor of a future replacement to the playground. Survey results from the POLCO survey showed 97% would like to see the playground updated. Additional comments from the survey related to the play structure included; a rope tower play set and add more benches. Currently two separate slides have been removed from the structure after being damaged or determined unsafe to use. The current play set is geared for ages 5-12. Pebble Parks has an updated Tot Lot and Zip Line which was installed in 2015.

Demontreville Park play set was installed in 1990 and has also exceeded its lifespan. Survey results showed 91% would like the current play set updated. Staff has removed the slide from the playset and replaced the walking bridge about six years ago. The current play set is geared for younger aged kids ranging from 4-8. Comments from the survey suggested: adding a bike pump/repair station, playground handicap accessible, equipment for elementary kids and climbing structures.

ISSUE BEFORE PARKS COMMISSION:

Does the park commission agree with proposed outline and upgrades staff has presented?

PROPOSAL DETAILS/ANALYSIS

Pebble Park is in line for a number of possible upgrades in the upcoming year, which puts a new playset in line to add another great amenity to this park. The current playset has exceeded its age and has hindered users to use it according to survey comments. With the newer tot lot and zip line already in place, staff suggests implementing a 5-12 year old age appropriate play set. Staff would incorporate a concrete ribbon around the proposed play structure and use safety chips within this area. Staff would suggest a climbing structure with slides and additional benches not to exceed \$115,000

Demontreville Park provides a wide open area to implement a new play structure. Staff suggest moving the playset near the basketball court to make for ADA compliance. Staff would incorporate a concrete ribbon around the proposed play structure and also use certified wood safety chips. Staff would suggest an architectural design which would include a single level structure to encourage active moving and a swing. The recommended target age for this area would be 5-12+. Staff suggests a play structure not to exceed \$90,000.

FISCAL IMPACT:

Fiscal impacts are outlined in the 2024-2033 Capital Improvement Plan (CIP). CIP items are funded through the Parks Dedication Fund while Operations and Maintenance items are funded through the Public Works Budget. The current CIP has \$125,000 allotted to each playset.

RECOMMENDATION:

Staff is looking for the Parks Commission to support the above criteria set by staff and proceed with obtaining proposals to upgrading both playsets at Pebble and Demontreville Park.

“Move to direct City staff to gather proposals to updating the playsets at Pebble and Demontreville park using the recommendations provided.”