



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
February 21, 2024
6:30 p.m.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
 - a) January 17th, 2024
5. Public Comment
6. SHIP Grant
7. LE Baseball Donation
8. Limerick Village Concept Plan
9. Legends of Lake Elmo Concept Plan
10. Invasive Species
11. Communications
 - a) 2024 Parks Commission Handbook
 - b) Tablyn Park
 - c) Future Agenda Items
12. 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
January 17, 2023

Members Present: Commissioners Kastler, Hoelscher, Barrett, Esch, Elam, and Bloyer arrived at 6:35pm.

Absent: none

Staff Present: Assistant Public Works Director Swanepoel and Interim Administrator Clark Schroeder

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

Approval of Agenda

Elam motioned to approve the agenda with the addition of expected public comment discussion related to ballparks, added after Dog Park Construction; Barrett provided a second to amend the agenda. No discussion. Unanimously approved 5-0.

Approval of Minutes

Barrett motioned to approve the December 18th, 2023 Parks Commission Minutes as presented, Elam provided a second; no discussion. Motion passed unanimously 5-0.

Public Comments

Brad Adams located at 4227 Kirkwood Ln N and Todd Bruchu at 3150 Klondike Ave commented on the ballfield condition and potential improvements for Reid Park.

Appoint Chair and Vice Chair

Hoelscher nominated Kastler for 2024 Parks Commission Chair, Barrett provided a second; discussion. Unanimously approved 6-0.

Hoelscher nominated Elam for 2024 Parks Commission Vice Chair, Kastler provided a second; discussion. Unanimously approved 6-0.

January 9th, 2024 City Council Workshop Review

Commission comments regarding the workshop meeting.

Pebble & Demontreville Playground Replacement

Assistant Public Works Director Swanepoel presented. Commission discussed equipment options.

Esch motioned to direct city staff to gather proposals to update the playsets at Pebble and DeMontreville Parks using the recommendations provided: including considerations of ADA compliance, seating and bench options, and consideration of full user age ranges and diversity of recreation equipment, Bloyer provided a second; discussion. Bloyer friendly amended to word it recreation and fitness equipment, Kastler provided a second; discussion. Both motions passed unanimously 6-0.

Dog Park Name

Assistant Public Works Director Swanepoel presented. Commission discussed park names.

Hoelscher motioned to recommend to City Council the following names for naming the dog park: first priority is Lake Elmo Dog Park, the following are to be considered at the same priority which is Tri-Lakes Dog Park, Lake Jane Dog Park, Lake Elmo Pup Park, and Lake Elmo Lucky Paws Park; Barrett provided a second. Discussion. Motion approved 6-0.

Dog Park Construction

Assistant Public Works Director Swanepoel presented. Commission discussed benches, trees, a water station, and funding.

Kastler moved to recommend to City Council the proposed purchases by staff to construct a dog park at 4295 Jamaca Ave and to make requests for donations for benches and trees where feasible, Hoelscher provided a second. Discussion regarding adding tables, pavilion, and additional items such as trees. Friendly amended to include discussion items. Both motions passed.

Communications

- a) LE Baseball donation
- b) Invasive species update
- c) Ice rink update

Kastler adjourned the meeting at 8:35 PM

Respectfully Submitted
Rebecca McGuire, Deputy Clerk



STAFF REPORT

DATE: 02/21/2024

MOTION

TO: Parks Commission
AGENDA ITEM: SHIP Grant Acceptance
FROM: Adam Swanepoel, Assistant Public Works Director
REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

The City of Lake Elmo has been awarded a \$6000 grant opportunity through Healthy Living in Washington County. These funds are made available through the Statewide Health Improvement Partnership (SHIP) and focus on using Policy, Systems and Environmental changes to increase opportunities for physical activity.

Staff applied for the grant in January and received notification of the award in early February. Criteria for the grant focused on improving access to physical activity for residents and park users. The SHIP program is also geared to help organizations create safe and accessible opportunities for physical activity for all ages and abilities. The grant is intended to prioritize funding for populations that experience health disparities for physical inactivity. This includes older adults, women, people with mobility issues, people of color, and low income individuals and families.

ISSUE BEFORE THE COMMISSION:

Would the Parks Commission like to recommend to City Council to accept the funds from the Statewide Health Improvement Partnership Grant in the amount of \$6000?

PROPOSAL DETAILS/ANALYSIS

SHIP funds are to assist community organizations with active living goals to promote biking and recreational activity in the community for all ages and abilities by providing recreational equipment, adaptive bikes, trail benches, bike racks and/or bicycle maintenance stations near community parks and trails. The SHIP program is also geared to help organizations create safe and accessible opportunities for physical activity for all ages and abilities.

Staff took the opportunity to apply for the grant to obtain additional funding for the purchase and installation of two bike repair stations. The two locations that have been identified are; Reid Park and Demontreville Wildlife Park. Both parks serve as a trail access point to local community trails. The City has over 35 miles of community trails and 7 miles of off road biking trails. The city currently has two nonprofit groups that help maintain it's off road biking trails. These two groups alone account for 300 members, students and coaches. These members utilize these trails daily to help maintain and teach future riders.

Recent community survey results from 2023 show biking is the second highest means to visit a city park within Lake Elmo. These results also showed over 30% would prefer to visit our parks by means of bike. This came in as the second preferred method only behind walking/running.

With over 13,000 residents within Lake Elmo, this could account for over 3000 users of our trails.

In 2023 two separate bike tours took place that put biking traffic directly through the City of Lake Elmo. The Ragnar event as well as a Stillwater Bike Rally brought in over a thousand bike riders into our community. Adding additional bike rack fix it stations will allow for the continued growth of outdoor recreation within our community. Not only does biking provide health benefits of muscle movement and increase heart rate, biking also has many social benefits to include social integration, access to jobs, education and outdoor recreation clubs.

FISCAL IMPACT:

Staff is estimating the total project costs for the two repair stations will be \$6000. With the grant requiring a 10% financial match the City would provide statements for the cost of material and labor for the install of the units. Any remaining financial obligations would be covered through the parks maintenance budget.











RECOMMENDATION:



“Motion to recommend to City Council to accept the Statewide Health Improvement Partnership Grant in the amount of \$6000.”

ATTACHMENTS:

- Bike Station Locations

Demontreville Wildlife Park

-  Gateway Trail Property
-  Private Property
-  Wooded Area
-  Open Field
-  Water
-  Alternative Access
-  Bike Trail Head
-  Ski Trail Head
-  Multi Use Trails (1.33 mi.)
-  Gateway State Trail

-  You Are Here
-  Parking

**Intersection
Number**

1

Long Lake

Lake Demontreville



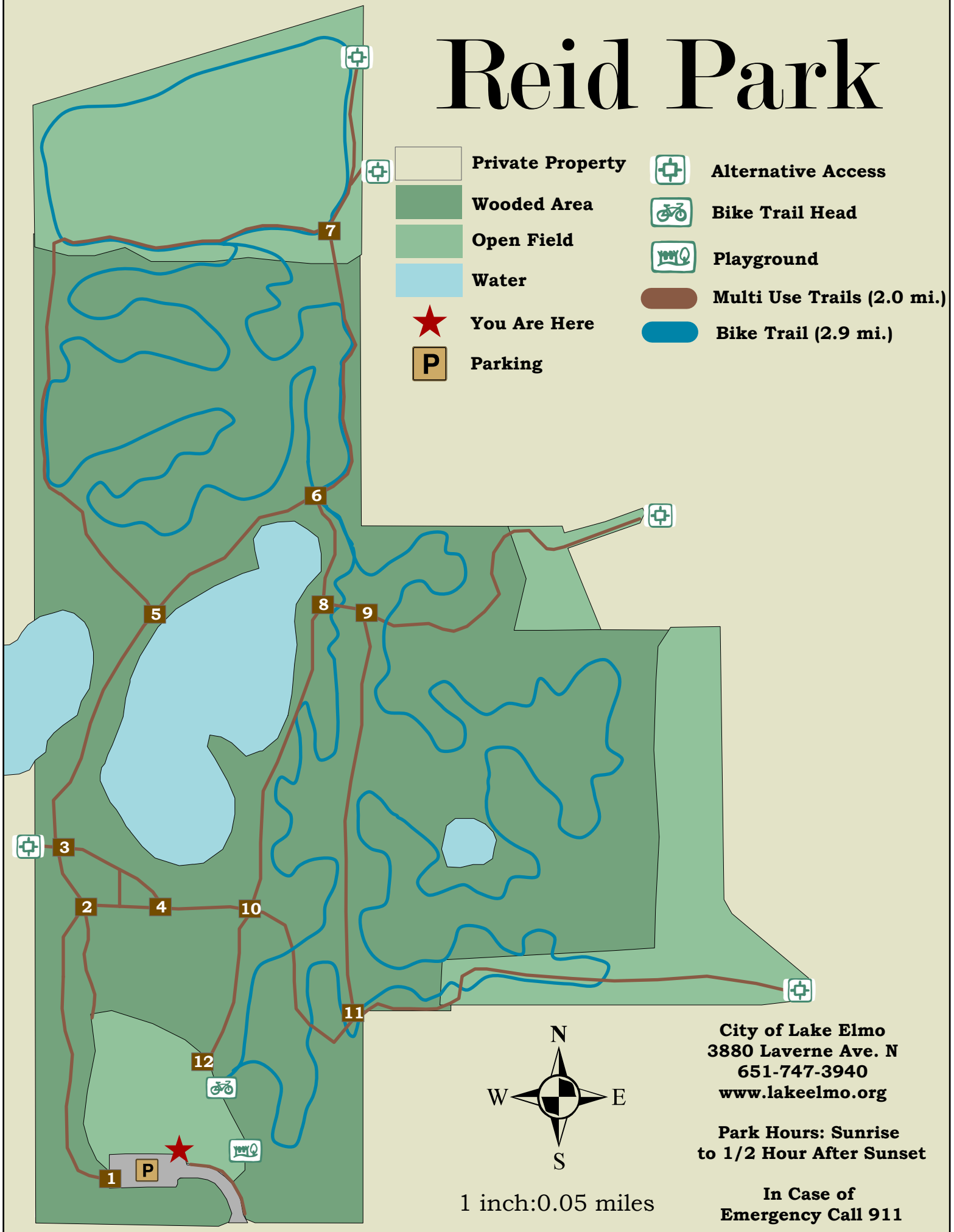
City of Lake Elmo
3880 Laverne Ave. N
651-747-3940
www.lakeelmo.org

**Park Hours: Sunrise
to 1/2 Hour After Sunset**

**In Case of
Emergency Call 911**

1 inch:0.05 miles

Reid Park





STAFF REPORT

DATE: 02/21/2024

Motion

TO: Parks Commission
AGENDA ITEM: Lake Elmo Baseball Donation
FROM: Adam Swanepoel, Assistant Public Works Director
REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

At the January 2023 Parks Commission meeting, Brad Adams along with Todd Bruchu presented on behalf of the Lake Elmo Baseball Association. The association has made a proposal to help fund the needed improvements to the Reid Baseball field. With a donation of \$35,000 the association is seeking to install a new backstop with foul line fencing to include dugouts, add additional infield Red Ball Aggregate, purchase player benches, bases and a pitching mound.

ISSUE BEFORE THE COMMISSION:

Would the Parks Commission like to recommend to City Council to accept the donation of \$35,000 from the Lake Elmo Baseball Association for the improvements of the Reid Park baseball field?

PROPOSAL DETAILS/ANALYSIS:

The Lake Elmo Baseball Association wishes to make a donation of \$35,000 to upgrade the baseball field at Reid Park. At the request of the donor, they ask that the association be granted the use of the ball park during the months of May – July for scheduled evening and weekend events. The improvements to the park will be limited to the baseball field area and will include a new backstop, foul line fencing, dugouts, benches and bases.

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.

OPTIONS:

- 1) Approve the donation from the Lake Elmo Baseball Association and recommend putting the donation towards the improvements of the baseball field and Reid Park.
- 2) Do not accept the donation from the Lake Elmo Baseball Association

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 accept the donation of \$35,000 from the Lake Elmo Baseball Association for the improvements of the Reid Park baseball field?

DONATION FORM FOR LAKE ELMO CITY PARKS PUBLIC IMPROVEMENT PROJECTS,
MEMORIALS, TRIBUTES, WORKS OF ART
(Including funding proposals for the above purposes)

DONOR INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

Hereby makes a proposal to fund and/or construct a Public Improvement Project, memorial, tribute, or
work of art consisting of :

The intended purpose of this donation is:

Proposed location:

Donation subject to the following restriction (if any):

Condition, Conservation and Maintenance Requirements:

What type of materials will be used in the proposed Project?

What is the intended life span of the Project?

What short and long-term maintenance may be required and what is the anticipated cost of such maintenance?

The City of Lake Elmo will make reasonable efforts to accommodate the intended purpose of the donation but reserves the right to utilize, relocate and/or dispose of any item through donated funds as the City of Lake Elmo may deem fit.

This agreement shall not take effect until the City Council of the City of Lake Elmo has specifically accepted this donation.

Donor:

Date:

Recommended:

Department Head

Date

Accepted:

City Administrator

Date



To: City of Lake Elmo Parks Commission
Date: 1-17-24

Last spring the city published a Request for Proposal for the Design and Bidding of Baseball Field Renovations in Lake Elmo.

On May 22, 2023 Lake Elmo Baseball Association submitted a Design Proposal for renovation of the ballfield at Reid Park. Our proposal was to make common sense improvements and bring this park up to the standards required for league play. Our proposal included cost estimates and contractor bids with a total not to exceed \$65,000.

To our knowledge, no action has been taken on any of the baseball field renovation proposals submitted to the city last spring.

Once again this year, we know that we have way more kids registered to play baseball than we have capacity for on Lions and VFW ballfields. Our plan now is to ask for the city's permission to make the baseball field improvements ourselves at Reid Park.

As you know, we are 501c-3 Non-Profit organization. All proceeds go directly back to the kids and their families to make Youth Baseball in Lake Elmo a positive experience.

We do not have the financial means to complete everything included in last year's design proposal, but we are able to spend about \$35,000 at this time. This will allow us to:

- Build a new backstop with foul line fence and dugout areas (Midwest Fence and Mfg.)
- Freshen up the infield with Red Ball Diamond Aggregate (Bryon Rock Products)
- Purchase player benches (Beacon Athletics)
- New Plates, bases, and pitching mound (Beacon Athletics)

At this point, we are asking for the city's permission to begin procurement, scheduling, and implementation of this work.

Thank You,
Lake Elmo Baseball Association
Brad Adams, cell: 651-3070396 email: bradadams15@gmail.com
Todd Bruchu, cell: 651-247-6354 email: todd.bruchu@andersencorp.com

Midwest Fence & Mfg.

525 E. Villaume Ave.
South St. Paul, MN 55075
Phone: 651.451.2222 | Fax: 651.451.6939

Company: Lake Elmo Baseball Association
Address: _____
City: Lake Elmo State: MN Zip: _____

Contact: Todd Bruchu
Office #: _____
PO #: _____

Date: 4/17/2023
Cell #: 651-247-6354
Job #: _____

Job Site: Reid Park
11430 30th St. N
Lake Elmo, MN 55042

Estimator: Nick Hatchett
Email: NickH@Midwestfenceco.com
Mobile: 763-268-9026

Quantity	Description	Amount
	Furnish & Install: (Backstop, Dugouts, & Sidelines)	
192 L.F.	6' High Galvanized Chain Link Fence (2-Rail)	
80 L.F.	20' High Galvanized Chain Link Fence (5-Rail)	
2	4' Wide x 10' High Galvanized Chain Link Fence - Single Swing Gates	
	Total:	\$ 26,474.00
	Fence Specs:	
	6' High Fence:	
	Line Posts: 2-1/2" O.D. / End/Corner Posts: 3" O.D. - All Driven 48" Below Surface	
	Top & Bottom Rail: 1-5/8" O.D. / Chain Link: 9 Gauge, 2" Mesh	
	SS40 commercial grade pipe.	
	20' High Fence:	
	Posts: 4" O.D. / 5-Rails: 1-5/8" O.D.	
	Chain Link (Behind Home Plate): 6 Gauge, 2" Mesh / Chain Link (Everywhere Else): 9 Gauge, 2" Mesh	
	SS40 commercial grade pipe.	

Proposal is valid for 14 days.

TOTAL \$ 26,474.00

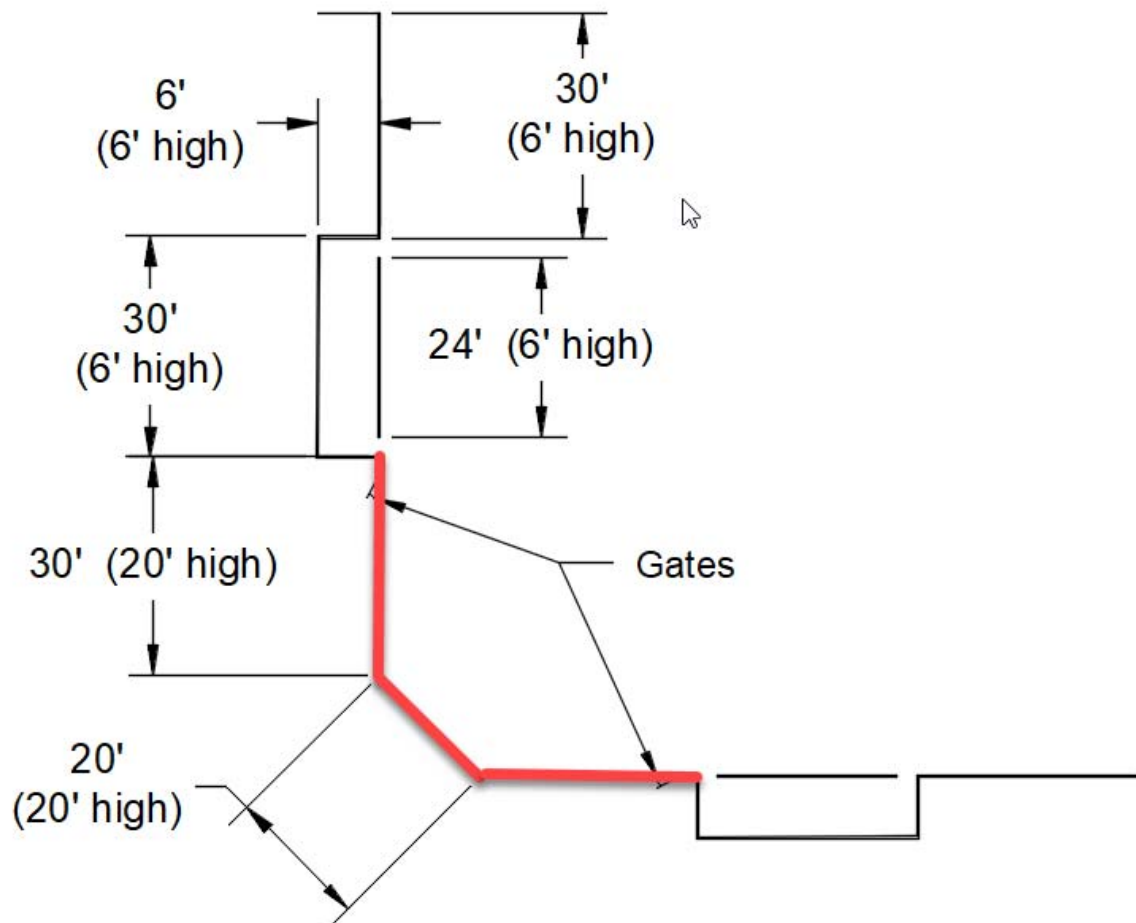
Fence lines, property lines and elevations to be provided by owner, construction manager or general contractor. ALL permits, fees and private utilities are the sole responsibility of the customer. Unless otherwise stated, owner is responsible for obstruction removal of every nature which will interfere with the fence installation. This proposal assumes normal ground conditions and excludes installation through rock, concrete and backfill. Unless otherwise stated, ALL hand digging is excluded. Should rocky or excessive hard digging be encountered, this proposal is subject to additional labor costs. Midwest Fence shall furnish only the materials and labor specified in this proposal. Any deviation from the above specifications will be subject to a change order.

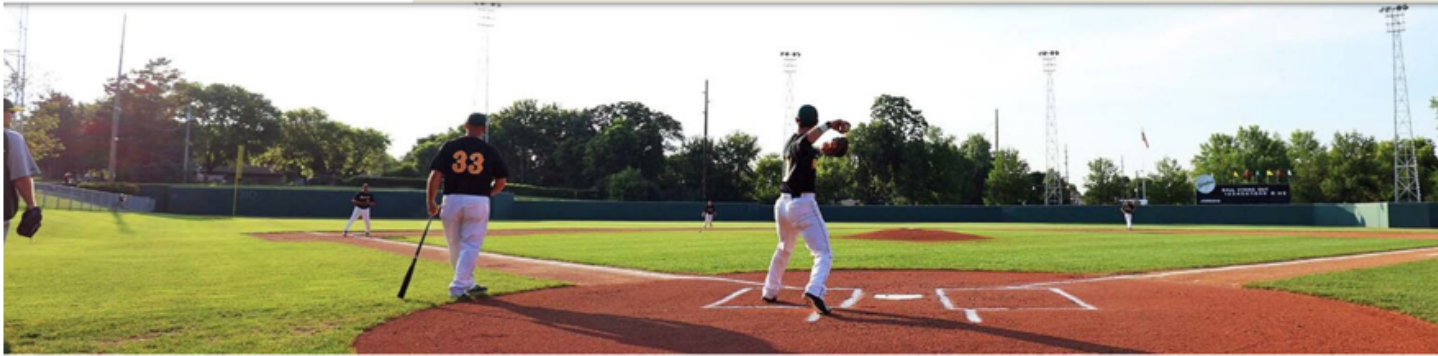
A Service charge of 1.5% (18% annually) will be applied on all past due balances. The purchaser shall be responsible for any and all collection and legal costs incurred by Midwest Fence in the event of this bill becoming past due. Midwest Fence reserves the right to lien the improved property if payment in full as agreed to in this contract is not received.

Customer Signature

Date

Proposed Baseball Backstop and Dugout Structure

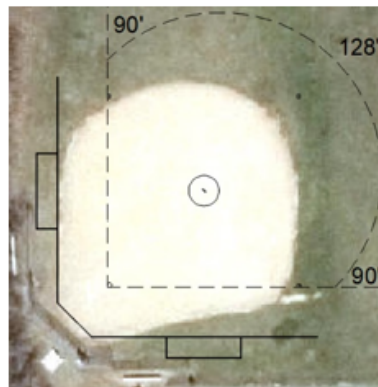
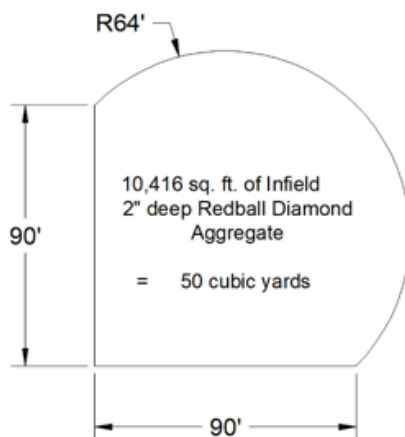




Ball Field Aggregate

Have you ever wondered what that RED STUFF on baseball and softball diamonds is?

Welcome to the home of **Red Ball Diamond Aggregate** or R.B.D.A.. This highly specialized product is a finely crushed dolomitic limestone, mined in **Shakopee, Minnesota**.



Bryan Rock, Shakopee MN

\$30 per yard Delivered

50 yards * \$30 = **\$1,500**

Bleachers & Benches > Team Benches



All-Aluminum Team Benches

All-aluminum construction with 10" seats, with or without backrests. Available in lengths of 6', 15', and 21'. Portable mount standard, ground anchors available for permanent of surface mount. 6' ships ground oversized. 15' and 21' ship via truck.

► Typically ships within 10-15 business days.

\$1,569

1

QTY

ADD TO CART

Item 115-445-089

STYLE

Portable Mount with backrests

SIZE

21L

Clear Selection

Like

Tweet

Save

Share



STAFF REPORT
PARKS COMMISSION
DATE: 2-21-2024

TO: Parks Commission
FROM: Sophia Jensen, City Planner
AGENDA ITEM: Limerick Village - Subdivision Sketch Plan
REVIEWED BY: Nathan Fuerst, Bolton and Menk Planning Consultant

BACKGROUND:

The City has received a request from Maplewood Development, Inc. for review of a subdivision sketch plan application. The current sketch plan proposes a development consisting of single family homes, front loaded townhomes, and apartment buildings of various sizes. As proposed, the development consists of 765 units. Single family homes are to generally be located on the north and western areas of the site. Front loaded townhomes are to generally be located near the center and south of the site and would provide a transition to higher density product to the east along Manning Avenue. A ~9-acre stormwater pond is to be located near the center of the site. This project would require the realignment of Hudson Blvd and construction of the 5th Street corridor through the site.

Lake Elmo's City Council reviewed this sketch plan at its workshop on December 12, 2023. The City council provided some preliminary feedback to the developer on this concept, and deferred to the Parks Commission on an initial review of acceptability of the location and size of the proposed park.

The proposed project would trigger mandatory environmental review, followed by requests for approval of a PUD, plat, and a zoning map amendment (rezoning). No development rights are granted at this stage.

ISSUE BEFORE THE PARKS COMMISSION:

The Parks Commission is being asked to review the concept to provide feedback on the proposal to meet the City Code Park Land Dedication Requirements and the Comprehensive Plan guidance.

GENERAL INFORMATION:

- *Property Owner:* SPQR Lake Elmo LLC. A subsidiary of Maplewood Development
- *Applicant:* Maplewood Development Inc
- *Parcels:* 35.029.21.44.0012 and 35.029.21.43.0001
- *Site Area:* 79.4 acres
- *Land Use Guidance:* High Density Residential, Medium Density Residential, and Future 5th St Corridor
- *Zoning:* Rural Transitional
- *Surrounding Land Use:* Rural Transitional and Medium Density Residential to North, Rural Transitional to West and South, Manning Avenue to the East

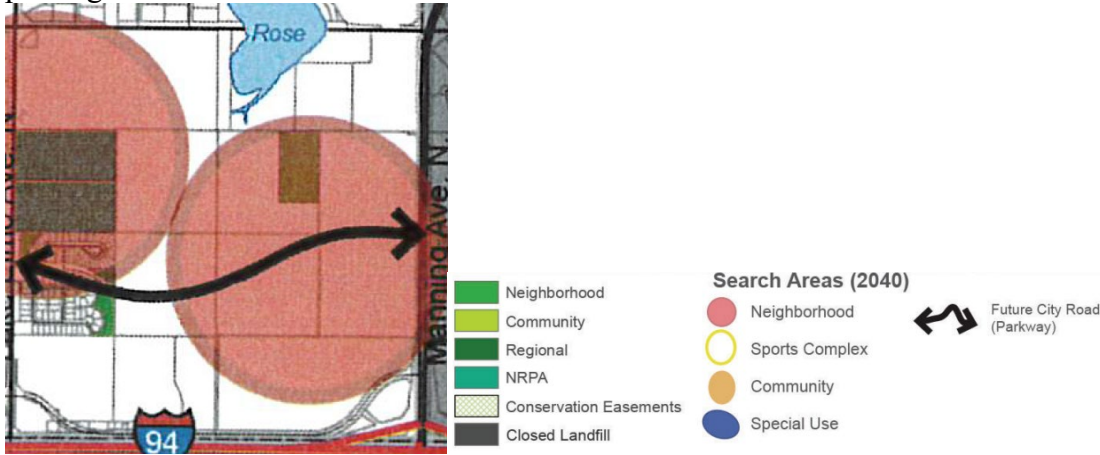
PARKS PROPOSAL DETAILS/ANALYSIS:

To satisfy park dedication requirements for land in a rural residential zoning district the City has three options:

- 1) Fee in Lieu of Land (an estimate using county records is ~\$512,380) the actual fee will be determined once the development moves into the final plat stage and will use actual market value, or
- 2) 10% of the land area (~7.94 acres), or
- 3) A combination of both.

Comprehensive Plan – Parks. Chapter 6 Parks, Trails & Open Space has area and site specific recommendations that should influence the recommendation of the Parks Commission. Findings:

- The Comprehensive Plan identifies the property to be fully within a neighborhood park search area.
- This quadrant of the city is lacking park amenities within walking distance.
- The developer is currently proposing an outlot of ~2.42 acres as a proposed park with off-street parking.



Neighborhood Park - “smaller parks offering more common and highly-used facilities to immediate area residents.” This project would be a new neighborhood and a park walkable within the neighborhood is appropriate.

Neighborhood Park Size Reference:

- Carriage Station – 2.7 acres, playground, basketball, sledding hill, pavilion
- Lions Park - 3.4 acres, playground, hockey rink, and ball field
- VFW Park - 3.2 acres, ball field
- Pilot Park - 1.4 acres, field and playground
- Hammes Park – 1.9 acres, playsets, walking trail, open space

Comprehensive Plan - Trails. Chapter 6 Parks, Trails & Open Space has area and site specific recommendations that should influence the recommendation of the Parks Commission. Findings:

- The plan identifies that the property is within a city trail search corridor along 5th Street.
- The plan identifies the property is within the road separated trail search corridor for Manning Avenue.
- This quadrant of the city is lacking trail amenities.



OPTIONS:

The Commission may recommend to that:

- The City accept cash in lieu of land.
- The City accept land in lieu of cash.
- The City take a combination.

RECOMMENDATION:

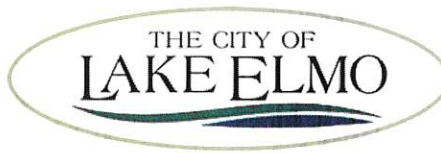
Staff recommends the following motion:

“Move to recommend the acceptance of ~2.42 acres of land for a neighborhood park, with park dedication credit for trails if applicable, and a fee in lieu of dedication for the remainder based on the findings listed in the staff report.”

ATTACHMENT:

1. Application and Narrative
2. Concept Plan
3. Map 6-7. Search Areas for New Parks and Facilities (Comprehensive Plan)
4. Map 6-8. Future Trail Plan (Comprehensive Plan)

Date Received: _____
Received By: _____
Permit #: _____



651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

SUBDIVISION SKETCH PLAN APPLICATION

Applicant: Maplewood Development, Inc.
Address: 1128 Harmon Place, Suite 320 Minneapolis, MN 55403
Phone # 612-746-4046
Email Address: mapdvl@msn.com

Fee Owner: SPQR - LAKE ELMO, LLC.
Address: 1128 Harmon Place
Phone # 612-746-4046
Email Address: mapdvl@msn.com

Engineer: Clark Wicklund
Address: 733 Marquette Ave, Ste 700 Minneapolis, MN 55402
Phone # 612-767-9302
Email Address: cwicklund@alliant-inc.com

Property Location (Address): North of I-94 and West of Manning Avenue
Complete Legal Description: See attachment

PID#: 3602921410001, 3602921420001

Detailed Reason for Request: Staff review of sketch plan.

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning ordinance and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

Signature of applicant:  Date: 8/1/23

Signature of fee owner:  Date: 8/1/23

RECEIVED
AUG 01 2023

BY: _____

LIMERICK VILLAGE SKETCH PLAN NARRATIVE

**Lake Elmo, Minnesota
January 29, 2024**

DEVELOPMENT TEAM

Developer: Maplewood Development, Inc., Mario J. Cocchiarella
Civil Engineer: Alliant Engineering, Inc., Clark Wicklund
Surveyor: Alliant Engineering, Inc., Dan Ekrem
Landscape Architect: Alliant Engineering, Inc., Mark Kronbeck

LEGAL DESCRIPTION

Parcel 1

That part of the Northeast Quarter of the Southeast Quarter of Section 36, Township 29 North, Range 21 West, Washington County, Minnesota which lies westerly of the westerly right of way line of Minnesota Department of Transportation Right of Way Plat No. 82-35 recorded as Document No. 424557 in the office of the County Recorder, Washington County, Minnesota and westerly of the westerly right of way line of Washington County Highway Right of Way Plat No. 36 recorded as Document No. 449905 in said office of the County Recorder.

Parcel 2

And also the Northwest Quarter of the Southeast Quarter of Section 36, Township 29 North, Range 21 West, Washington County, Minnesota; EXCEPT the following described tract:

Commencing at the Southwest corner of said Northwest Quarter of the Southeast Quarter, thence North along the West line a distance of 152 feet to a point; thence Southeasterly in a straight line to a point on the South line of said Northwest Quarter of the Southeast Quarter to a point, said point being located 33 feet East of the Point of beginning; thence West 33 feet to the point of beginning.

EXISTING CONDITIONS

The property is currently owned by SPQR Lake Elmo, LLC, a subsidiary of Maplewood Development, Inc. It is approximately 79.4 acres and bound by Manning Avenue to the east, agricultural land to the south, agricultural land and a light industrial business to the west and agricultural land to the north.

The property is currently used for agriculture but for approximately 5 acres in the southeast used by Sodbuster RC Flying Club. A farmstead with associated outbuildings exists at the northeast corner of the property. Site access for the farmstead and flying club is from Manning Avenue.

Site topography varies gradually from an elevation of 918 in the northwest to an elevation of 893 in the southeast. A low area near the southeast corner of the site provides approximately 28K cubic yards of flood storage for the 100-year rainfall event and at an elevation of 895.1 per Valley Branch hydraulic modeling. Surface runoff generally migrates from west to east and ultimately arrives at the St. Croix River.

Site soils are generally free draining and anticipated to be suitable for infiltration.

DEVELOPMENT PLAN

The current sketch plan proposes for a mixed-use development consisting of single-family homes, town homes and apartments. Smaller lot single family homes are proposed under a separate Homeowners Association and are to generally be located on the western half of the site. This product will be built on 35’, 40’ and 50’ wide lots and provide a nice alternative to higher density townhomes, needed in this application to meet the MDR requirements provided for in the City’s Comprehensive Plan. Front loaded town homes are to generally be located near the center of the site and provided a transition to higher density product to the east on Manning Avenue. The higher density product is to consist of 20-unit town homes and multi-story apartments with underground and surface parking. A large stormwater feature of approximately 8.8 acres is to be located near the center of the site and be an amenity to the single family and front-loaded town homes.

A schedule of product types and quantities is as follows:

35’ single family homes	19
40’ single family homes	98
50’ single family homes	13
Front loaded town homes	120
20-unit town homes	240
Apartment units	258

The current sketch plan proposes for the extension of 5th Street North from the west to Manning Avenue to the east. It is currently proposed that 5th Street North be located south and adjacent to the north property boundary to avoid three large overhead transmissions towers to the north abutting the property. The plan also proposes for the relocation of Hudson Boulevard (aka 2nd Street North) to the south and which is to align with 2nd Street North on Manning Avenue to the east. The location and alignment of Hudson Boulevard is as depicted in Four Corners 2nd Addition Plans prepared by Larson Engineering and last dated July 10, 2019. Limerick Parkway is proposed to extend from 5th Street North to relocated Hudson Boulevard and generally parallel Manning Avenue. It will provide internal access at multiple locations to the single-family homes, front loaded town homes, 20-unit town homes and apartments.

Park area is currently proposed in the eastern portion of the site - adjacent to the high-density product as requested by the City of Lake Elmo. The park is approximately 2.4 acres and includes off-street parking lot for 28 vehicles.

The park abuts public right-of-way. It should be noted that a private club house is currently proposed as part of the 20-unit town home development.

UTILITIES

The area is served with 12" watermain and a 24" sanitary sewer in Hudson Boulevard. Each stub is located within right-of-way and located approximately a quarter mile south of the southwest corner of the project site. It is the applicants understanding that each utility has capacity to serve the site and subject to routing to the site.

It is the applicant's intent to work with the abutting landowners to the south and west to determine an extension of the two utilities to the site and as part of the preliminary plat submittal. The plan proposes to extend watermain through the property to the west and provide a looped watermain system.

STORMWATER MANAGEMENT

The property currently provides approximately 28,000 cubic feet of flood storage for the 100-year rainfall event, which floods to an elevation of 895.1 per VBWD hydraulic modeling. An additional 95,000 cubic feet of flood storage is provided on the property to the south at that same elevation.

The sketch plan proposes to provide a local/regional stormwater management pond/infiltration basin of approximately 8.8 acres near the center of the site. It is currently proposed that the basin be outlet to the east under Manning Avenue to a ditch an approximate elevation of 890 which will provide for a basin normal water level of approximately 892 and an infiltration bench of approximately 890.7, which will provide approximately 40,400 cubic feet of flood storage or approximately 12,400 cubic feet of excess flood storage.

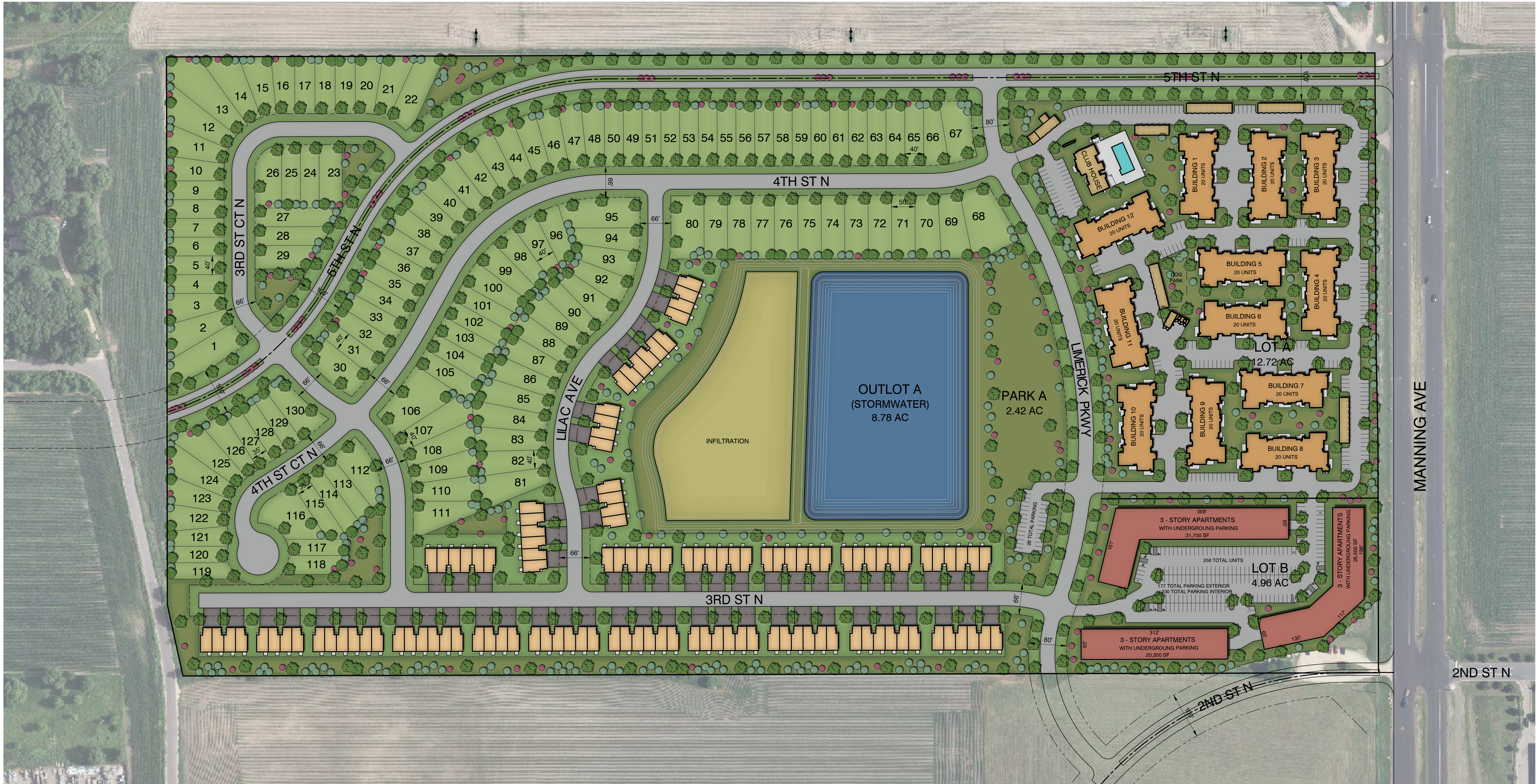
IRRIGATION – REUSE SYSTEM

The project proposes to provide an underground irrigation / stormwater reuse system for the rental units (apartments and 20-unit townhomes) greenspace and the new Park. The system will be fed by stormwater from the regional storm pond by an underground piping system. This stormwater reuse will assist in the overall stormwater treatment for the site.

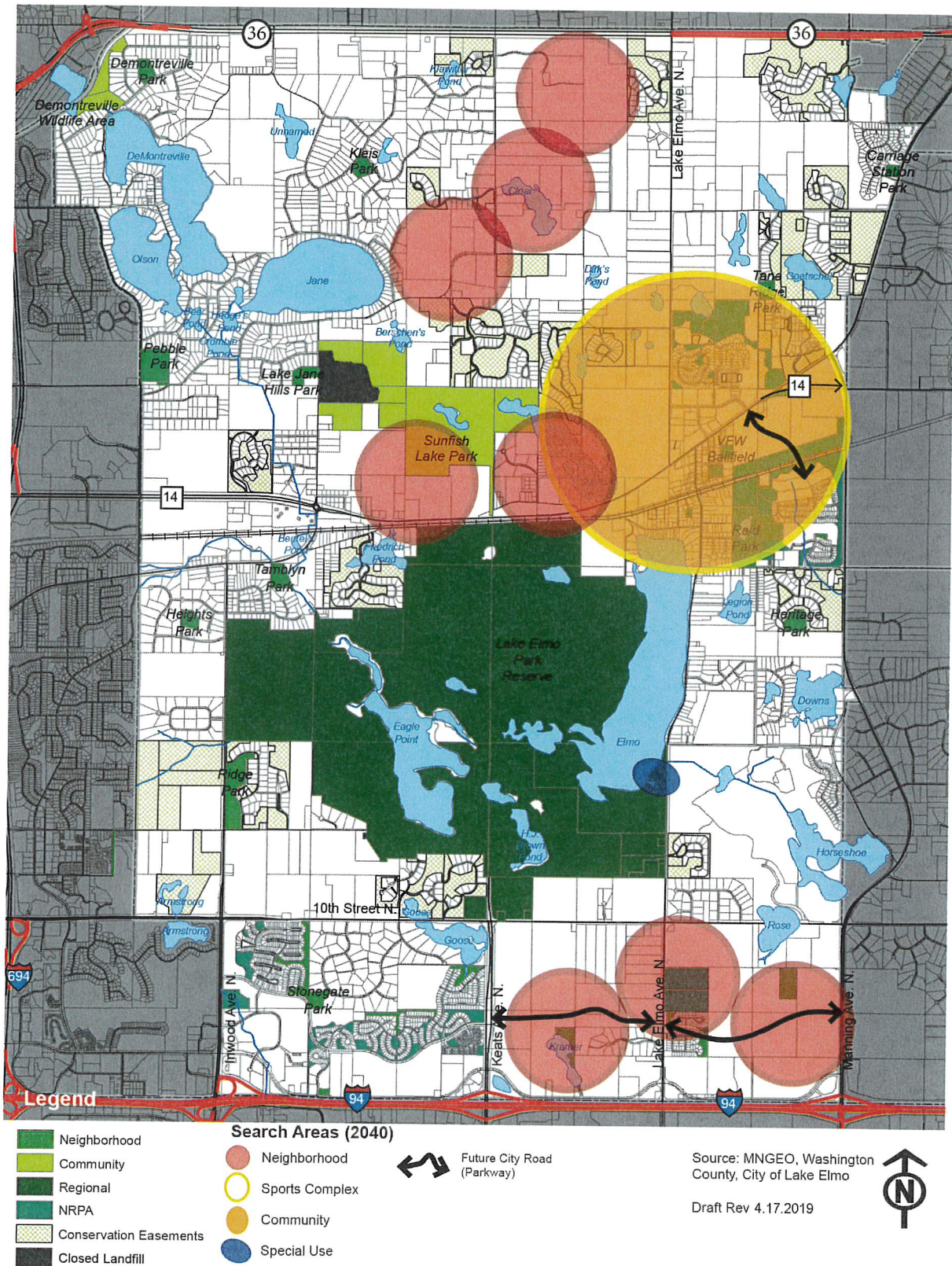
ARCHITECTURE

Included in the sketch plan submittal package are building elevations for the single-family homes proposed on the western portion of the site. These new homes, to be built by David Weekley Homes, LLC, have been successfully built and marketed in several areas of the country, including most recently in the Master Planned Community of Amber Fields at UMORE Park in Rosemount, Minnesota. These homes provide a terrific alternative to standard Townhome living, with better values

and enhanced privacy, while still offering the Maintenance and Security of a fully engaged Homeowners Association. We are very excited to offer this product at Limerick Village.

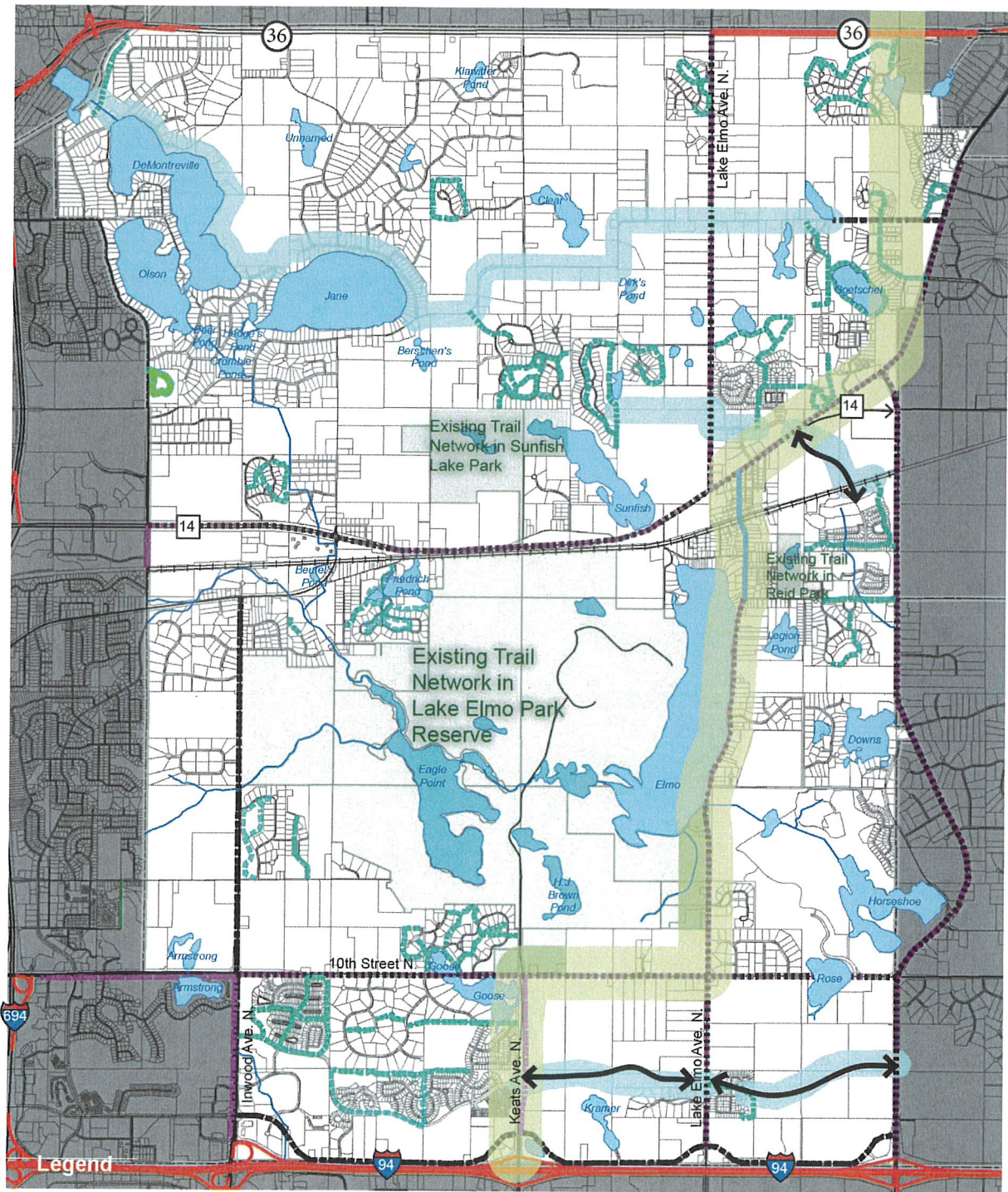


Map 6-7. Search Areas for New Parks and Facilities



6-23

Map 6-8. Future Trail Plan



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





TO: Parks Commission
FROM: Sophia Jensen, City Planner
AGENDA ITEM: Legends of Lake Elmo Open Space PUD Concept Plan
REVIEWED BY: Nathan Fuerst, Bolton and Menk Planning Consultant

BACKGROUND:

The City has received a request from Nathan Landucci (Landucci Homes Inc) for review of an open space planned unit development (OP-PUD) concept plan application. The proposal is for 50 single-family homes on roughly 110 acres. The property is currently used for agricultural activities. The proposed project would require approval of a PUD and plat. No development rights are granted at this stage.

ISSUE BEFORE THE PARKS COMMISSION:

The Parks Commission is being asked to review the concept to provide feedback on the proposal to meet the Park Land Dedication Requirements.

GENERAL INFORMATION:

- *Property Owner/Applicant:* Nathan Landucci (Landucci Homes Inc)
- *Parcels:* 01.029.21.43.0001, 01.029.21.41.0001, 01.029.21.42.0003
- *Site Area:* ~110.1 acres
- *Land Use Guidance:* Rural Area Development (RAD)
- *Zoning:* Rural Residential (RR)
- *Surrounding Land Use:* The property abuts Carriage Station (R-2) to the East, Rural Residential (RR) to the West, St Croix Sanctuary (OP-PUD) North, Tamarack Farms Estate (OP-PUD) and 50th Street to the South.

PARKS PROPOSAL DETAILS/ANALYSIS:

To satisfy park dedication requirements for land in a rural residential zoning district the City has three options:

- 1) Fee in Lieu of Land (an estimate using county records is ~\$77,011) the actual fee will be determined once the development moves into the final plat stage and will be based on actual market value, or
- 2) 5% of the land area (~5.5 acres), or
- 3) A combination of both.

Open Space Planned Unit Developments have specific open space and trail requirements that must be met for this type of development. Currently, the developer is proposing to meet or exceed the open space, buffer, and trail requirements within the proposed development.

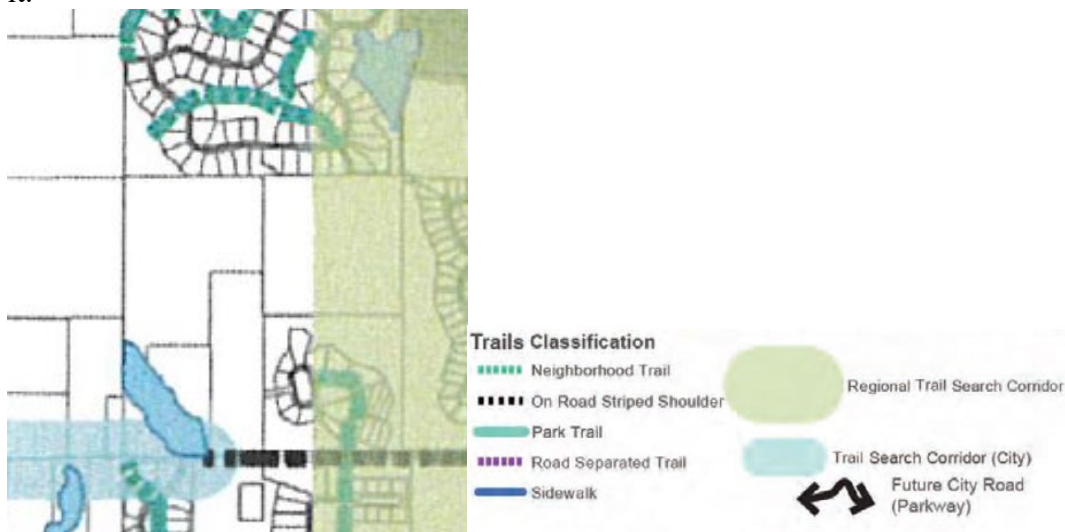
Comprehensive Plan – Parks. Chapter 6 Parks, Trails & Open Space has area and site-specific recommendations that should influence the recommendation of the Parks Commission. Findings:

- The plan identifies the property is not within a park search area.
- The property is also within walking distance of three neighborhood parks (Carriage Station, Hidden Knoll, and Tana Ridge).



Comprehensive Plan - Trails. Chapter 6 Parks, Trails & Open Space has area and site-specific recommendations that should influence the recommendation of the Parks Commission. The plan identifies that the property is within the regional trail search corridor (Greenway Trail - Washington County) and an east-west city trail search corridor along 50th St N. Findings:

- Washington County has reviewed the concept and indicated the Greenway Corridor is planned along Stillwater Blvd. instead of through this property. That alignment is preferred by the City as it allows greater access to regional amenities.
- Lake Elmo Public Works has reviewed the concept and indicated the desire for trail connections to Hidden Knoll Park and Tamarack Farms.
- City Staff have reviewed and determined a preference to retain the road separated trail connecting the south side of this development to the east. A crossing at 50th Street will be required along with a trail extension to connect with existing trails north of the Tanna Ridge development. This will greatly reduce impacts to the large wetland and future maintenance costs for a trail through or over it.



OPTIONS:

The Commission may recommend to that:

- The City accept cash in lieu of land; or
- The City accept land in lieu of cash; or
- The City accept a combination of both.

RECOMMENDATION:

Staff recommends the following motion:

“Move to recommend the acceptance of fee in lieu of land for the Legends of Lake Elmo project with connections to Hidden Knoll Park, 50th Street, and Tamarack Farms, with park dedication credit for trails if applicable based on the findings listed in the staff report.”

ATTACHMENT:

1. Application and Narrative
2. Site Plans
3. Map 6-7. Search Areas for New Parks and Facilities (Comprehensive Plan)
4. Map 6-8. Future Trail Plan (Comprehensive Plan)

Date Received: _____
Received By: _____
Permit #: _____



651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

SUBDIVISION SKETCH PLAN APPLICATION

Applicant: Nathan Landucci
Address: 13230 20th St. Ct. N. Stillwater, MN 55082
Phone #: 651-894-2582
Email Address: landucnl@gmail.com

Fee Owner: Landucci Homes, Inc.
Address: 13230 20th St. Ct. N. Stillwater, MN 55082
Phone #: 651-894-2582
Email Address: landucnl@gmail.com

Engineer: Matt Woodruff-Larson Engineering
Address: 3524 Labore Rd, St. Paul, MN 55110
Phone #: 612-308-0405
Email Address: mwoodruff@larsonengr.com

Property Location (Address): XXXX 50th Street North, Lake Elmo, MN 55042
Complete Legal Description: Too Long to List

PID#: 01.029.21.42.0003, 01.029.21.41.0001 & 01.029.21.43.0001

Detailed Reason for Request: New 50 unit residential subdivison on 110 acres

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning ordinance and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

Signature of applicant:  Date: 12/29/2023

Signature of fee owner:  Date: 12/29/2023



Narrative

December 29, 2023

Legends of Lake Elmo is proposed as an open space development, located in the northeastern portion of the City, Section 1, Township 29N, Range 21W. The project property consists of 110.1 acres, bordered on the south by 50th Street, Tamarack Farm Estates and Carriage to the east, St. Croix Sanctuary to the north and large agricultural properties to the west. The site is best characterized as rolling open farm fields surrounded by existing mature oak stands, pines and wetlands and by far one of the nicest natural parcels in Lake Elmo.

The property is located in the Southeast Quarter of Section 1, Township 29 North, Range 21 West, Washington County. The parcel id numbers are: 01.029.21.42.0003, 01.029.21.41.0001 & 01.029.21.43.0001.

DENSITY / LOTS / ANTICIPATED PRICING

The density of the project is based on the underlying zoning for an open space development. With a total gross area of 110.1 acres, the density allowed yields 50 units, which is what is proposed.

The pricing of a house and lot package is expected to start at \$1.2 MM based on our market research of similar comparable developments in the area.

OPEN SPACE / TRAILS / SIDEWALKS

The open space as proposed is predominately preserving high value wetlands, a tamarack swamp/island and mature hardwood forests/groupings with a majority of oak trees. The open space outlots are planned to be placed into a permanent conservation easement as well as a drainage and utility easement. Ownership of proposed outlots to be designated as HOA owned or city owned.

An 8' wide asphalt trail extension to the St. Croix Sanctuary Development is proposed to connect to their existing dead end trail/park area on the southwestern most part of their development.

A 10' wide asphalt trail is proposed between 50th Street and the St. Croix Sanctuary Development, trail system that connects to the county's greater trail system, a 10' leg off this main trail will connect Legends Development to Tamarack Estates to the east to allow for a secondary access out of their subdivision for emergency vehicles. This will also serve as another trail connection.

The sidewalks for the project will follow along the proposed roadway, giving an equal quantity of road centerline to lineal foot of sidewalk. Sidewalk proposed to be on one side of the road, 8' wide asphalt. With the proposed phasing plan the trail will be constructed and connected to both Tamarack Estates and St. Croix Sanctuary trail system with the first phase. The remainder of the County 10' wide trail will be installed and extended with future phases. Families from St. Croix Sanctuary, Carriage Station, Tamarack Estates, Tana Ridge, Fields of St. Croix and others will be able to be instantly connected by means of bicycle, running or walking loops with this design.

PHASING

We are proposing to final grade the entire project with the first phase of construction. The phasing for the home construction or final plat will start from the south and work to the north. This will help limit the amount of activity of workers and construction vehicles through the St. Croix Sanctuary's Development until the last phase of construction. A total of 18 lots are planned for the first phase of the development.

Phase one of the project will consist of mass grading the entire site and the street and utilities for phase one only. The water main is proposed to be installed to connect with St. Croix Sanctuary. Phase two and three streets, sidewalks, trails and utilities for the associated lots of those phases would be completed as those phases develop. Anticipated timing will depend upon market demand but is expected to encompass a 5 to 7 year time period for total buildout.

STREETS

The street design for the local roads are proposed as 28-ft in width, with concrete curb and gutter. Right of way is proposed as 60-ft in width to allow for adequate room for small utilities and water main.

SANITARY SEWER AND TREATMENT SYSTEM

The proposed conveyance of sewage is a gravity system that ultimately gets sewage to community septic system located on site map.

The septic treatment system will consist of a series of septic tanks to settle out the solids of the sewage, much like a single-family system only larger. The multiple set of tanks will ensure a clear effluent will be sent to first a gravel filter system that will allow an initial biological action to occur removing waste in the effluent. After the gravel filter the water is then sent to a drain field that will allow further biological action to occur and allow natural soil layers to further filter and clean the water. There are additional controls, chemical treatment and the use of aeration that will also be utilized at the treatment facility to ensure the process meets all current codes for this type of system.

WATER MAIN SYSTEM

Each of the proposed home sites have been designed to be serviced with city water. The proposed water main system will help to create a looped water system, connecting the 50th Street System to the St. Croix Sanctuary's system, which will help to improve water quality in the water main line and better flow for fire flow protection to this and area developments. City hydrants will be a part of the water main system and will be spaced according to city and state requirements.

EXISTING GAS PIPELINE

There is a high-pressure gas main that bisects the parcel and will require permitting for crossing the main for road and for any utilities. We are experienced with this type of crossing and see no issues that would result from the proposed design.

STORM SEWER AND PONDING

The natural rolling nature of this site facilitates a design of storm ponding and infiltration systems. The storm design will allow for a treatment train of ponding, swales and infiltration areas to clean and reduce the impacts to the existing natural wetland features of the site. The storm sewer ponding facilities will be designed to meet both the State and Watershed Requirements for infiltration and for rate of runoff.

The site has land locked basin(s) that the Watershed District recently conducted a study which subsequently lowered the flood elevation for the wetlands located on this site. This will require the revision of the flood boundary and a letter of map revision sent to FEMA for a few of the proposed lots as identified on the plan.

HOME SETBACKS AND BUFFERING

All proposed home construction will be limited to the setback as identified in the city code. Currently the plan as designed meets the setbacks and no variance is requested.

LANDSCAPING

With the homes being positioned in the open farm fields, the addition of trees in the boulevards and around ponding areas will be necessary to enhance the development.

Berming will also be used in the final design to decrease the impact of the new homes and for the future homeowners of the Legends Development.

DEVELOPER/BUILDER/LANDOWNER

Landucci Construction/Landucci Homes, Inc.

Nathan Landucci

landucnl@gmail.com; 651-894-2582

ENGINEER/PLANNER

Larson Engineering

Matt Woodruff/Mitch Honsa

mwoodruff@larsonengr.com; (612) 308-0405

mhonsa@larsonengr.com; (651) 448-0931

SURVEYOR

Cornerstone Land Surveying, Inc.

Dan Thurmes

dan@cssurvey.net; 651-275-8969

WETLAND BIOLOGIST

Kjolhaug Environmental

Melissa Barrett

melissa@kjolhaugenv.com; 952-401-8757

FORESTRY ARBORIST

Rehder Forestry Consulting

Mark Rehder

mark@rehderforestryconsulting.com; 612-760-3519

LANDSCAPE ARCHITECT

Dreamscapes Landscape Design

Jim Kalkes

jimk@dreamscapesmn.com; 612-638-7944

COMMUNITY SEPTIC DESIGNER

Stantec

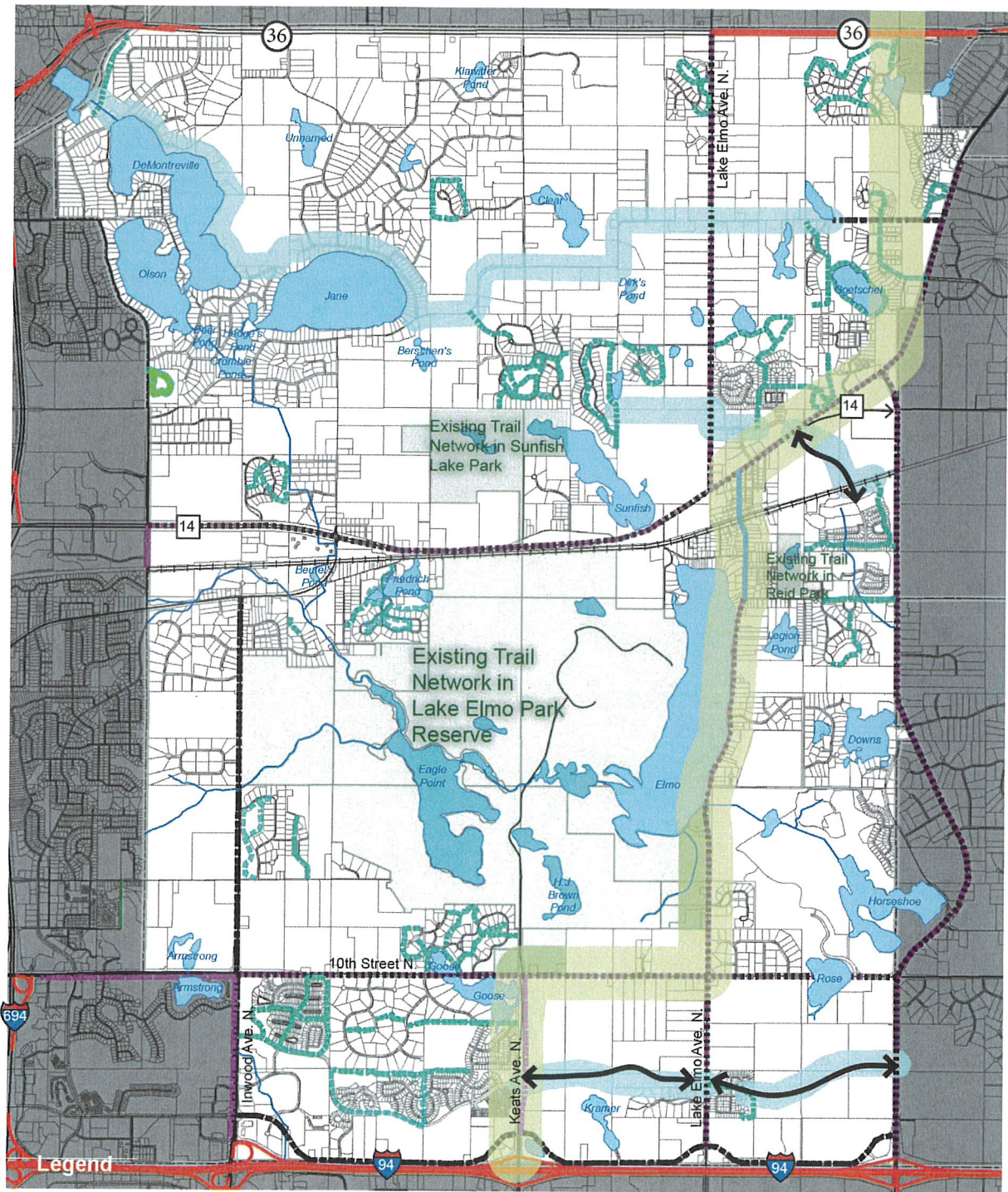
Eric Blazing

eric.blasing@stantec.com; 651-428-8038

6-23



Map 6-8. Future Trail Plan



- Legend**
- 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





STAFF REPORT

DATE: 02/21/2024

DISCUSSION

TO: Parks Commission
AGENDA ITEM: Invasive Species
FROM: Adam Swanepoel, Assistant Public Works Director
REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

At the August 2023 Parks Commission meeting, staff presented on the topic of Invasive Species Management. The discussion of the topic led commissioners on the conversation of what are the interests and feasibility of developing a plan or potential policy to manage invasive species within the park system. Invasive species were described as an organism (plants, insects, animal's pathogens or fungi) that cause ecological or economic harm to the environment which is not native to Minnesota.

Staff presented on several of the most common invasive species seen within the parks of Lake Elmo. Those included; Emerald Ash Borer, Buckthorn, Canadian Thistle, Honeysuckles, Wild parsnip and Poison hemlock. Commissioners Esch and Barrett elected to assist staff in additional research of the topic to present to the commission at a future meeting.

ISSUE BEFORE THE COMMISSION:

What areas would the Parks Commission like to see considered or prioritized regarding future language or documents that would support invasive species management within our parks system?

PROPOSAL DETAILS/ANALYSIS:

Currently the city does not have a policy for managing invasive species within our park system or throughout the City. Discussion of the topic and prioritizing our future management efforts will assist in drafting a plan the City can use to prevent establishment of such species within our parks system.

A potential policy for invasive species management for the City to follow, could be the recommendations set forth by the Minnesota Invasive Species Advisory Council's 2022 publication. <https://www.mninvasives.org/stateplan> . Four key elements from the plan include;

1. Early Detection
2. Prevention
3. Prioritizing Management Efforts
4. Collaborating with Partners

With the key elements of a plan, prioritizing our management efforts along with project significance and cost should be considered. In preparation for a plan, what items should be considered when evaluating an invasive species? What prioritization scenarios would the Parks

Commission like to see considered regarding the drafting of language and documents to support invasive species management within our parks system?

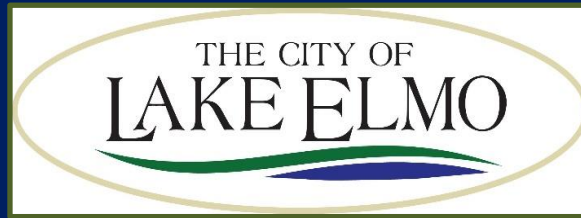
- Is the City making a good-faith effort to follow regulatory requirements (MN Noxious Weed Law; Noxious Weed Law, Minn. Stat. §§ 18.76 to 18.91 and applicable state rules)?
- Does the project address invasive species that are particularly likely to spread or cause outsized negative impacts if unmanaged?
- Will the proposed project help the City maintain or accelerate past investments to manage invasive species?
- Will City investment in the proposed project allow for outside resources to be contributed to the project?
- Does the project allow the City to maintain or create new collaborative partnerships to manage invasive species?
- Is the project likely to be effective at reducing the presence or spread of invasive species?
- Does the project improve areas that provide an outsized benefit to the community?

FISCAL IMPACT:

The cost of managing certain invasive species within our community would be unattainable with the current parks budget. Future management can be planned and has the potential of being prevented at minimal cost. The Parks Commission may consider to allocate additional funds towards future efforts to navigate invasive species within the 10 year CIP.

ATTACHMENTS:

- NONE



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



Nick Dragsich

Staff Liaisons



Sophia Jensen
City Planner
Sjensen@lakeelmo.org
(651) 747-3911



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



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

Commission Functions

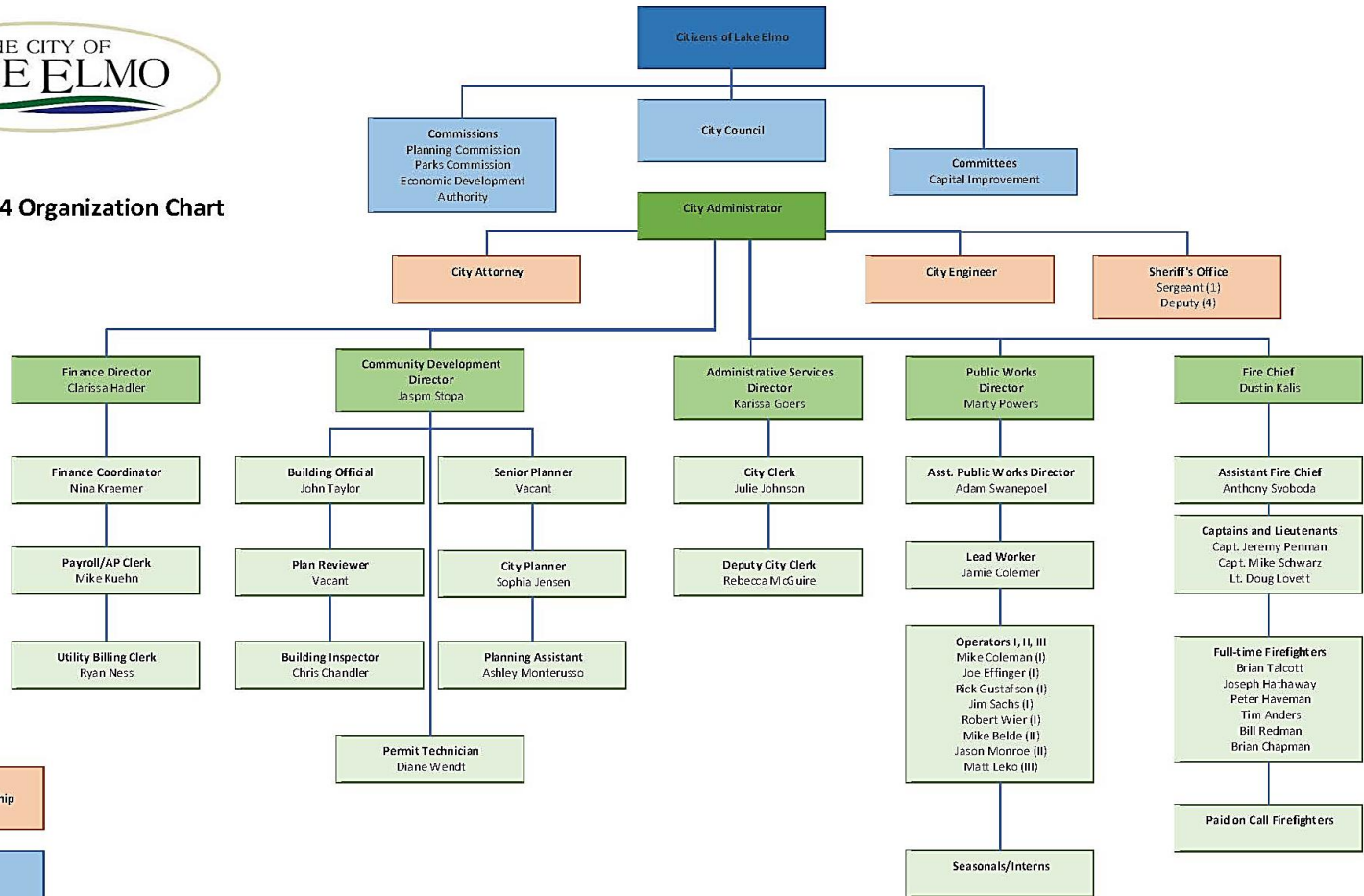
Park Commission

- 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.

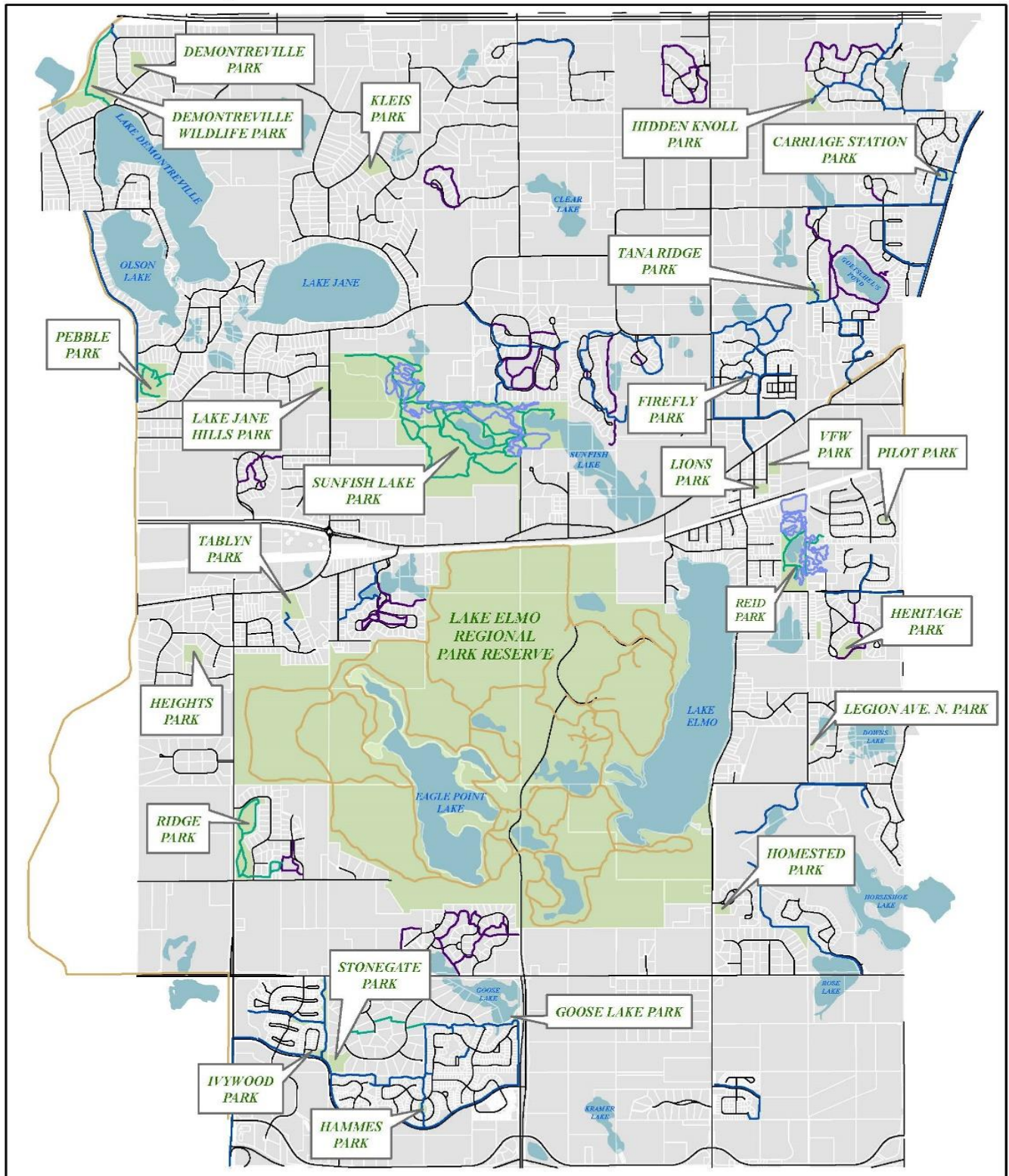
City Departments



2024 Organization Chart



City of Lake Elmo Trails and Parks



Trail Classification(s)

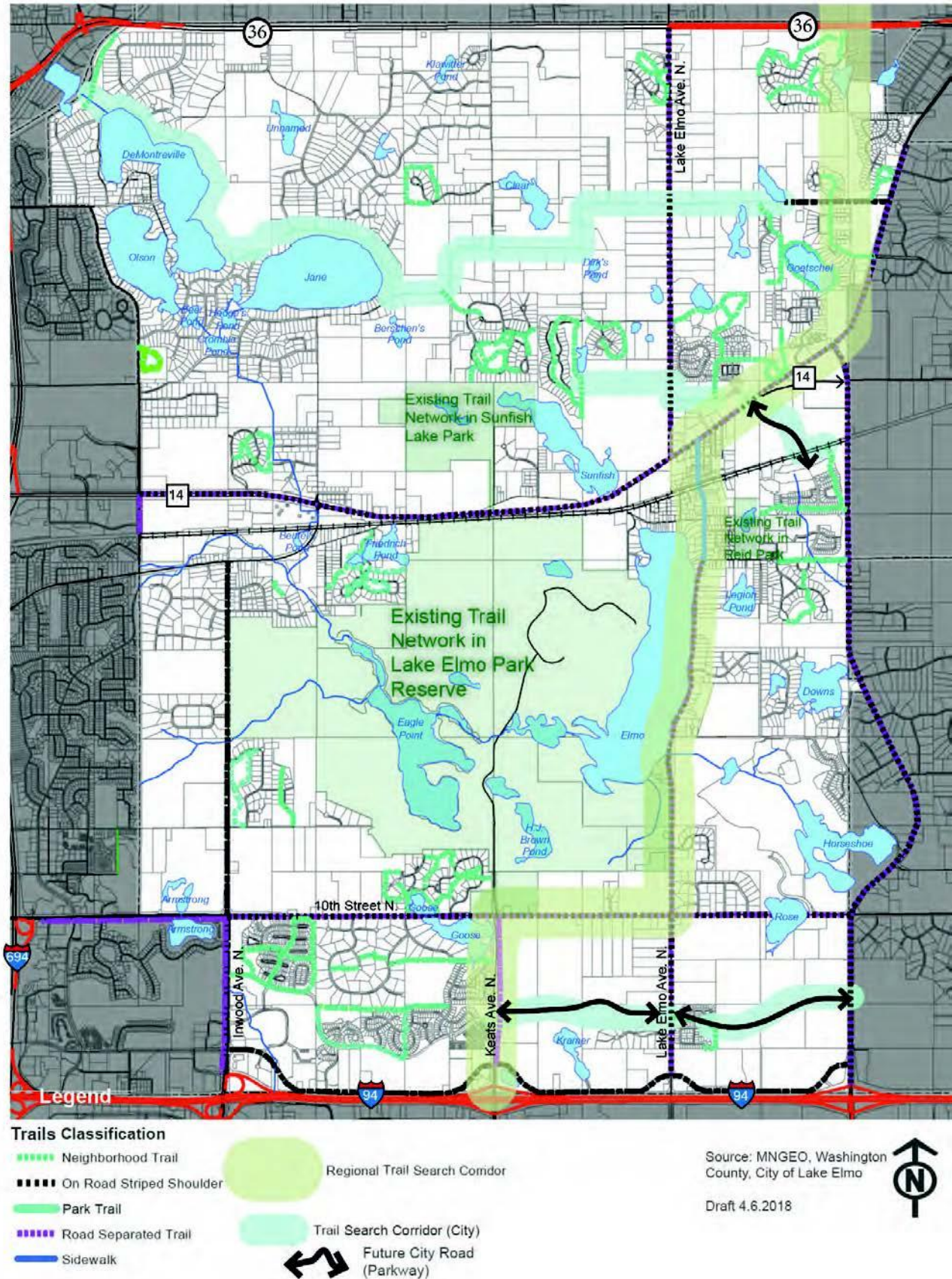
- Public Walking Trail Unpaved
- Public Walking Trail
- Private Walking Trail
- County/Regional Trail
- Bike Trails
- Lake Elmo Roads



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.



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 2024 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		
• Review, make recommendations and 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	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	2	IP
• Add Demontreville Wildlife Park to Ski Grant Application	3	IP
• Oversee efforts of buckthorn removal and Sally Manzara Nature Center	4	IP
• Improve resident awareness of parks via new social media (instagram), the fresh, and city website that highlighting park happenings, and opportunities for visitor input and donations	4	IP
• Develop design standards document for parks	4	IP
Finance		
• Update Capital Improvement Plan	1	IP
• Provide Budget Updates as needed	4	IP

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 Center, 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.

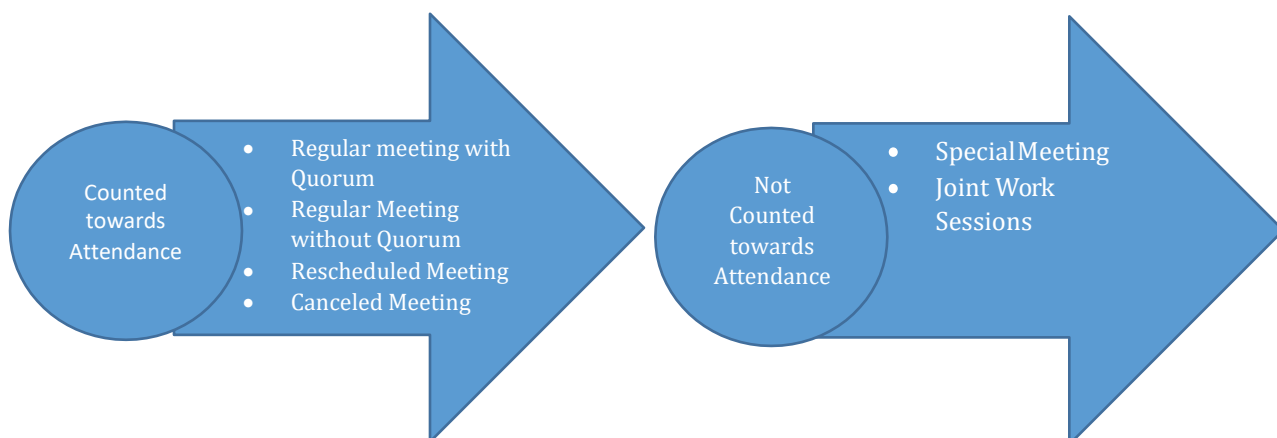
Attendance

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 no later than the Monday of the week before the meeting to make the request. Packets are distributed the Thursday before the meeting.
- 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. Approve Agenda
- IV. Approve Minutes
- V. Public Comment, for non- agenda items
- VI. Action Items
 - a. Public Comments, by approval of the chair
- VII. Communications
- 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. Approve Agenda
- D. Approve Minutes
- E. Public Comment for non-agenda items
- 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 Monday 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 - 2024 - 2033* Data in Year 2024 and 2033

PROJECTS BY YEAR - Parks

Project Name	Department	Project #	Project Cost
2024			
New or Refurbished Ballfields	Parks and Recreation	PR-017	1,000,000
Dog Park	Parks and Recreation	PR-019	25,000
Pebble Park Playground Replacement	Parks and Recreation	PR-022	125,000
Demontreville Park Playground Replacement	Parks and Recreation	PR-023	125,000
Additional Sand Volleyball Courts	Parks and Recreation	PR-041	30,000
Tablyn Parking Lot Extension	Parks and Recreation	PR-042	75,000
Total for 2024			1,380,000
2025			
Kleis Park Playground - Replacement	Parks and Recreation	PR-027	65,000
Outdoor Fitness Park	Parks and Recreation	PR-046	30,000
Total for 2025			95,000
2026			
Utility Vehicle/Trail Groomer	Parks and Recreation	PR-020	40,000
Tablyn Park Play Equipment - Replacement	Parks and Recreation	PR-029	95,000
Ridge Park Play Equipment - Replacement	Parks and Recreation	PR-032	125,000
Trail Additions	Parks and Recreation	PR-038	78,000
Court Resurfacing	Parks and Recreation	PR-040	30,000
Total for 2026			368,000
2027			
Stonegate Park Play Equipment - Replacement	Parks and Recreation	PR-030	125,000
Lions Park Concession Building Updates	Parks and Recreation	PR-043	65,000
Total for 2027			190,000

2028

Central Greenway Regional Trail	Parks and Recreation	PR-009	520,000
Carriage Station Park Play Equipment - Replacement	Parks and Recreation	PR-036	125,000
Total for 2028			645,000

2029

Skate Park	Parks and Recreation	PR-044	150,000
Outdoor Fitness Equipment	Parks and Recreation	PR-045	30,000
Disk Golf	Parks and Recreation	PR-047	30,000
Central Play Complex	Parks and Recreation	PR-048	300,000
Total for 2029			510,000

2030

Tana Ridge Park Play Equipment - Replacement	Parks and Recreation	PR-028	125,000
Lions Park Playground Equipment Replacement	Parks and Recreation	PR-039	100,000

Total for 2030225,000

2032

Hidden Knoll Park Play Equipment - Replacement	Parks and Recreation	PR-034	125,000
Total for 2032			125,000

2033

Reid Park Play Equipment - Replacement	Parks and Recreation	PR-031	125,000
Total for 2033			125,000

GRAND TOTAL3,663,000

Source	#	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Park Dedication Fund												
Central Greenway Regional Trail	PR-009					520,000						520,000
Dog Park	PR-019	25,000										25,000
Pebble Park Playground Replacement	PR-022	125,000										125,000
Demontreville Park Playground Replacement	PR-023	125,000										125,000
Kleis Park Playground - Replacement	PR-027		65,000									65,000
Tana Ridge Park Play Equipment - Replacement	PR-028							125,000				125,000
Tablyn Park Play Equipment - Replacement	PR-029			95,000								95,000
Stonegate Park Play Equipment - Replacement	PR-030				125,000							125,000
Reid Park Play Equipment - Replacement	PR-031										125,000	125,000
Ridge Park Play Equipment - Replacement	PR-032			125,000								125,000
Hidden Knoll Park Play Equipment - Replacement	PR-034									125,000		125,000
Carriage Station Park Play Equipment - Replacement	PR-036					125,000						125,000
Trail Additions	PR-038	78,000										78,000
Lions Park Playground Equipment Replacement	PR-039							100,000				100,000
Court Resurfacing	PR-040			30,000								30,000
Additional Sand Volleyball Courts	PR-041	30,000										30,000
Tablyn Parking Lot Extension	PR-042	75,000										75,000
Lions Park Concession Building Updates	PR-043				65,000							65,000
Skate Park	PR-044						150,000					150,000
Outdoor Fitness Equipment	PR-045						30,000					30,000
Outdoor Fitness Park	PR-046	30,000										30,000
Disk Golf	PR-047						30,000					30,000
Central Play Complex	PR-048						300,000					300,000
Park Dedication Fund Total		488,000	65,000	250,000	190,000	645,000	510,000	225,000		125,000	125,000	2,623,000

Parks and Recreation

Central Greenway Regional Trail	PR-009					520,000						520,000
New or Refurbished Ballfields	PR-017	1,000,000										1,000,000
Dog Park	PR-019	25,000										25,000
Utility Vehicle/Trail Groomer	PR-020			40,000								40,000
Pebble Park Playground Replacement	PR-022	125,000										125,000
Demontreville Park Playground Replacement	PR-023	125,000										125,000
Kleis Park Playground - Replacement	PR-027		65,000									65,000
Tana Ridge Park Play Equipment - Replacement	PR-028							125,000				125,000
Tablyn Park Play Equipment - Replacement	PR-029			95,000								95,000
Stonegate Park Play Equipment - Replacement	PR-030				125,000							125,000
Reid Park Play Equipment - Replacement	PR-031										125,000	125,000
Ridge Park Play Equipment - Replacement	PR-032			125,000								125,000
Hidden Knoll Park Play Equipment - Replacement	PR-034									125,000		125,000
Carriage Station Park Play Equipment - Replacement	PR-036					125,000						125,000
Trail Additions	PR-038			78,000								78,000
Lions Park Playground Equipment Replacement	PR-039							100,000				100,000
Court Resurfacing	PR-040			30,000								30,000
Additional Sand Volleyball Courts	PR-041	30,000										30,000
Tablyn Parking Lot Extension	PR-042	75,000										75,000
Lions Park Concession Building Updates	PR-043				65,000							65,000
Skate Park	PR-044						150,000					150,000
Outdoor Fitness Equipment	PR-045						30,000					30,000
Outdoor Fitness Park	PR-046	30,000										30,000
Disk Golf	PR-047						30,000					30,000
Central Play Complex	PR-048						300,000					300,000

Department	Project #	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
	Parks and Recreation Total	1,380,000	95,000	368,000	190,000	645,000	510,000	225,000		125,000	125,000	3,663,000
<i>Grants/Donation</i>		1,000,000										1,000,000
<i>Park Dedication Fund</i>		488,000	65,000	250,000	190,000	645,000	510,000	225,000		125,000	125,000	2,623,000
<i>Vehicle Replacement Fund</i>				40,000								40,000
	Parks and Recreation Total	1,488,000	65,000	290,000	190,000	645,000	510,000	225,000		125,000	125,000	3,663,000