



*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  
September 16, 2024  
6:30 p.m.**

### **AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
  - a) August 19<sup>th</sup>, 2024
5. Public Comment
6. Resignation of Commissioner Vittorio Bloyer
7. Lake Elmo Baseball Donation
8. Friends of Sunfish Letter of Intent
9. Legacy Development Park Name
10. Park Construction
11. Communications
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**  
**August 19, 2024**

**Members Present:** Commissioners Kastler, Elam, Hoelscher, Barrett, Sturtz and Esch

**Absent:** none

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

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

**Approval of Agenda**

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

**Approval of Minutes**

**Hoelscher motioned to approve the June 2024 Parks Commission Minutes, Sturtz provided a second; no discussion. Motion passed 6-0.**

**Public Comments**

Nina Charlier, intern at the Sally Manzara Nature Center, provided an update about the invasive species research within Sunfish Lake Park.

Goerge Johnson, 3070 Lake Elmo Ave., provided an update on the buckthorn removal in Sunfish Lake Park.

**Stonegate Park**

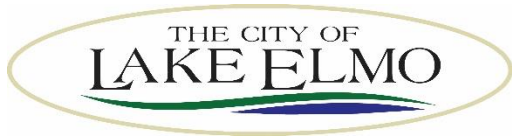
Assistant Public Works Director Swanepoel presented. The Commission provided comments regarding what they would like to see at Stonegate Park for amenities, parking and directional signs.

**Communications**

- a) Update on the hockey rink/pickleball court at Lions Park.
- b) Removal of Pebble and DeMontreville Park playsets.
- c) Park naming of the new city park.
- d) Pickleball courts.
- e) Fall baseball - look of the field after use is always done well.
- f) Old Village Plan.
- g) Park dedication received.
- h) Commission would like to review the Parks Reservation Policy.

**Kastler adjourned the meeting at 7:28 PM**

Respectfully Submitted  
Rebecca Schwemmer, Deputy Clerk



## STAFF REPORT

DATE: 09/16/2024

### **Motion**

**AGENDA ITEM:** Accept Resignation of Vittorio Bloyer

**TO:** Parks Commission

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

**REVIEWED BY:** Marty Powers, Public Works Director

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### **BACKGROUND:**

At the June 2024 scheduled meeting, Vittorio Bloyer announced he would be resigning from his position on the Parks Commission. Vittorio is returning to school and will be no longer residing in the area.

### **ISSUE BEFORE COMMISSION:**

Accept the resignation of Vittorio Bloyer.

### **RECOMMENDATION:**

***“Motion to recommend to City Council the resignation of Vittorio Bloyer.”***



## STAFF REPORT

DATE: 09/16/2024

### **Motion**

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

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### **BACKGROUND:**

The Lake Elmo Baseball Association has been the primary user of both Lions and VFW ballfields for youth recreational baseball practice and games. Recently the association reached out and asked about upgrading the scoreboard at Lions Park due to its age and adaptability.

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

Would the Parks Commission like to recommend to City Council to accept the donation of a new scoreboard at Lions Park Ballfield with an approximate value of \$15,000 from the Lake Elmo Baseball Association?

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

The Lake Elmo Baseball Association has made a request to donate a new scoreboard to be placed at Lions Park. Upgrading the scoreboard will bring a new updated look to the field and allow users to control the scoreboard via an application from a controlled device. The current scoreboards were manufactured in 2007 and depending on weather and location have a life expectancy of 10-15 years.

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 scoreboard would be purchased by the Lake Elmo Baseball Association and donated to Lions Park. Public works would help with removal and installation of the new scoreboard. Cost of and electrician to hook up and install any electrical components is expected and would be funded through the public works budget.

**OPTIONS:**

- 1) Approve the donation of a scoreboard to be place at Lions Ball Field from the Lake Elmo Baseball Association
- 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 a new scoreboard to be placed at Lions Ballfield from the Lake Elmo Baseball Association.”



## STAFF REPORT

DATE: 09/16/2024

### **Motion**

**TO:** Parks Commission  
**AGENDA ITEM:** Friends of Sunfish Letter of Interest for Funding  
**FROM:** Adam Swanepoel, Assistant Public Works Director  
**SUBMITTED BY:** Marty Powers, Public Works Director

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### **BACKGROUND:**

The Friends of Sunfish along with Tony Manzara are looking for the Parks Commission's support to submit a letter of intent for funding to improve and enhance outdoor recreational opportunities in our community.

As part of the 3M settlement, \$20 million in grant money was set aside to compensate for losses to recreational and ecological resources resulting from PFAS released by 3M. The DNR and MPCA have elected to solicit project proposals directly from the organizations and communities via a public RFP process. The first part of the process is for the organization to submit a letter of intent. After review of all letters, this will be followed up with a full application of the proposed project. The Friends of Sunfish are asking for the support of a letter of intent for a boardwalk in Sunfish Park.

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

Would the Parks Commission like to recommend to City Council their support for the Friends of Sunfish and their letter of intent to apply for the Priority 2/Goal 3 settlement?

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

The Friends of Sunfish with the support of the Parks Commission and City Council would like to write a Letter of Intent for a boardwalk they would like constructed in Sunfish Park. The letter of intent would be reviewed by the DNR and MPCA along with all other applicants for a sum of money which has been allocated strictly for enhancing outdoor recreational opportunities. The application for Part 1; Letter of Intent, is expected to open this fall and will be open for all applicants for 30 days.

The proposed project will consist of a 270 foot boardwalk which will cross the North end of Sunfish Lake. The project is expected to cost \$500,000 and will provide a connection between two dead end trails.

### **FINANCIAL IMPACT:**

At this time there are no financial obligations being sought from the City of Lake Elmo.

### **RECOMMENDATION:**

Staff recommends the following motion:

“Move to recommend to City Council support for the Friends of Sunfish to submit a letter of intent for the boardwalk project through the Priority 2 settlement.”



## STAFF REPORT

DATE: 09/16/2024

### **Motion**

**TO:** PARKS COMMISSION  
**AGENDA ITEM:** Park Name  
**FROM:** Adam Swanepoel, Assistant Public Works Director  
**REVIEWED BY:** Marty Powers, Public Works Director

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### **BACKGROUND:**

The City of Lake Elmo has acquired a 29 acre parcel in connection with the Northstar Development which was approved by City Council in 2023. The newly acquired land is mostly wooded and abuts up to Sunfish Lake. The properties location is about one mile from the downtown area.

With the intent of the park opening in 2025, staff has offered up the opportunity for community members to provide name suggestions for the park.

The community was given the opportunity to submit naming suggestions at the National Night Out event held in August. In addition to the event a link to provide naming suggestions was posted on city's web page and Fresh newsletter. Overall a total of 40 suggestions were received over a 30 day period.

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

What name would the Parks Commission like to recommend to City Council?

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

Staff has put together the list of the names that were suggested by the community, all duplicate names were only listed once. The Parks Commission should review the park naming policy that was created in 2019 for the purposes of naming city parks.

### **FISCAL IMPACT:**

There is no financial cost of naming the park.

### **RECOMMENDATION:**

Staff suggests a unique name based off the parks location in the city. Staff suggests providing 2-3 names to bring to City Council for Consideration.

***“Motion to recommend to City Council the following names to be considered as the formal name for newly acquired property;***

- 1. Schiltgen Heritage Park***
- 2. Polaris Park***
- 3. Coneflower Park***
- 4. Oak Park***

### **ATTACHMENTS:**

- Community Suggestions
- Naming Policy

<u>NorthStar Park Parcel Name</u>		
<u>Suggested Name</u>		<u>Additional Info</u>
Coneflower Park		I would recommend coneflower park or another wild flower that we see in Lake Elmo
Schiltgen Park	2	With that land being the Schiltgen Farm for more years that I can remember that is the only logical name for the park. Give a nod to the Family. For some reason the address field would not let me put our full address in, it is: 4372 Little Bluestem Trail North
Schiltgen Farms Park		Schiltgen Farms has been a part of the Lake Elmo community since the Schiltgen family purchased this property in 1946. The iconic barn with the Schiltgen name has been on the property since 1910. Leo Schiltgen and Pete Schiltgen have been excellent stewards of the land that will soon become a park. For many years, this land was used as a pasture where both dairy and beef cattle grazed. Leo and Pete have contributed to the economy and the community in Lake Elmo for almost eighty years, longer than most of us have been alive. They frequented the bank, the blacksmith, Mrs, LaRue's candy store, the post office, Hagberg's, Meyer's Hardware, and many other local businesses. The Schiltgen farm and name is ubiquitous in Lake Elmo and should live on as Schiltgen Farms Park.
Northeast Angle Park		I'm not a Lake Elmo resident and I know it's a bit of a cheeky fun name, but the shape of the park is incredibly reminiscent of the Northwest Angle
Daughterfish Park		A park for sons and daughters
Sunfish Shores Park		
Starfish		Since the park is adjacent to Sunfish park, these two names seem to go together.
North Star Nature Trail		
Legacy Park Trails		
Schiltgen Heritage Park		Since park is adjacent to existing Sun Fish Lake, is it necessary to have a different name? If so, a park name that reflects on the farming heritage seems very appropriate.
Parkie McParkface	4	I love lake Elmo and I love parks, nothing wrong with a silly name from a silly guy
Legacy Park		
Canyon Park		
Keatons park and trails reserve		
North Star Park		
Comet Park		Ice and rocky debris - fitting for this area of land and fits in with the Astronomy language



Eagle Eyrie	Bald Eagles nested on Sunfish Lake for 25 years in adjacent Sunfish Lake Park.
Sunrise	
Sunflower Cove Trail	
Sunfish Cove Trail	
Mosquito Park	<p>Naming the new park "Mosquito Park" in Lake Elmo, Minnesota, carries several compelling advantages:</p> <ol style="list-style-type: none"> <li>1. <b>Unique Identity</b>: The name "Mosquito Park" is memorable and distinctive. It sets the park apart from the more generic names of other parks, making it a unique destination that stands out and attracts visitors.</li> <li>2. <b>Local Relevance</b>: Mosquitoes are a well-known part of the Minnesota experience, especially during the summer. By embracing this local characteristic, the name "Mosquito Park" reflects an authentic aspect of the natural environment.</li> <li>3. <b>Educational Opportunities</b>: The park can incorporate educational elements about mosquitoes and the local ecosystem. Informative signage, programs, and exhibits can help visitors understand the role of mosquitoes in nature, their life cycles, and ways to protect against bites, promoting both awareness and safety.</li> <li>4. <b>Marketing Potential</b>: The quirky and playful name can be leveraged in marketing campaigns to generate curiosity and interest. It can be a talking point that draws attention from both locals and tourists, increasing foot traffic and community engagement.</li> <li>5. <b>Environmental Awareness</b>: Naming the park "Mosquito Park" can highlight efforts in environmental conservation and management. It can serve as a reminder of the importance of maintaining natural habitats and the delicate balance within ecosystems, fostering a sense of responsibility and stewardship among visitors.</li> <li>6. <b>Humorous Appeal</b>: The name carries a humorous undertone that can appeal to families and children. It can be seen as a fun and lighthearted approach, encouraging a positive and enjoyable park experience.</li> </ol> <p>In conclusion, naming the new park "Mosquito Park" in Lake Elmo not only creates a unique and memorable identity but also promotes educational opportunities, marketing potential, environmental awareness, and a humorous appeal. Embracing this distinctive name can enhance the park's appeal and foster a deeper connection with the local community and environment.</p>
Sunfish's side eye	
Bluegill park	
Hillside Park	
Easteros Elmonian Terrace	
Keywright Nature Park	It aligns with the K in in the geographic land. It's a clean sounding, easy to remember name.
Schiltgen's Ridge Park	
Walz Park	In memory of Governor Tim Walz being selected as the VP candidate for election.
East Bend Nature Park	

Milky Way Hillside Park		This pulls from the "North Star" farm naming and the Washington County's historical society's note that the cows from this farm were the primary supplier of the "Milky Way" candy bar when it was introduced in Minneapolis in 1923.
Starlight Acres Park		This is a play on Lake Elmo's "Dark Skies" and "North Star" farm's heritage. Another option would be "Starlight Wetland Park"
North Star Preserve	2	The name "North Star" comes from the name of the farm this parkland was once a part of. The "Preserve" portion is to indicate how the land is designated to preserve the natural space along Sunfish Lake and the wetlands in this area.
Borealis Park		To keep in theme with the Northstar neighborhood, Borealis (for the Aurora Borealis/Northern Lights) feels like a good fit!
Oak Park		Park has preserved pine/oak trees which makes the name fitting.
Pine Park		
Bunyan Park		No other local Park named after Paul Bunyan
Polaris Park		Polaris Is the astronomy name for North Star or Pole Star



## City of Lake Elmo Policy and Procedure for Naming City Parks, Trails, Recreational Areas, and Facilities

### **Purpose:**

The purpose of this policy is to establish a standard procedure for the naming and renaming of parks, trails, recreational areas and facilities owned and/or operated by the City of Lake Elmo. This policy will guide name recognition and establish a uniform process. The Parks Commission shall be responsible for providing a recommended name to the City Council. The City Council will have the final say for the approved name.

### **Objectives:**

- To name City parks, trails, recreational areas and facilities with the intent of enhancing the community by provoking a sense of place.
- Ensure that parks and recreational areas are easily identified and located with names that are consistent with the values and characteristics of the City of Lake Elmo.
- Assure the quality of the title/name, so that it will serve the purpose of the City in a permanent manner.
- Encourage public participation and input in order to fully represent the best interest of the community.

### **Criteria for Submitting a Name:**

When a proposed name is presented for review, City Staff will first vet the name against the criteria listed below. If a name does not fall into one of the categories listed below or is deemed to be derogatory or offensive in nature, the consideration will be thrown out. It should also be known that the City will not consider names that are directly named after a specific neighborhood or subdivision.

### **The Park name shall not:**

- Park Names shall not be duplicated.
- The City will not name parks directly after a development.
  - For example, the park within Wildflower shall not be called Wildflower Park. However, rose park, fox glove park, etc. would be acceptable.

### **Categories for potential park Names:**

- An outstanding feature of the area. (example: hill, river, vegetation)
- Geographical location of the park such as a street name.
- Naming after an individual (living or non-living) or organization. The City may require additional information to further enforce that the individual has significantly contributed to the improvement of the Lake Elmo Parks system.
  - A person (living or non-living) or group who significantly contributed to the acquisition or development of park/facilities, who provided an exceptional service in the interest of the park system, or for the community as a whole. When naming after a person or persons, written documentation of approval by next of kin is required (if available/possible) as part of the proposal.
  - A standard for significant contribution shall consist of providing at least 50% of the cost to develop or acquire the land.
- The City understands there are other categories that a name could be pulled from and would not exclude its consideration.



### **Procedure:**

The City has created a process that will provide consistency for naming or re-naming City Parks. In general a submission will come in, go through staff review and approval, undergo a Parks Commission review, and end with final approval or denial from the City Council. The City would like to encourage residents to stay interested and voice their opinions during the meetings when the name is being considered.

- Step 1) At the time that the City is ready to name or rename a park, notification will be put in the Fresh, City Facebook, and or use other measures as appropriate. The City will seek name suggestions from the City Council or Commissions, City residents, Community leaders or organizations interested in proposing a name for a park, trail, recreational area or facility. The applicant should either request a Naming Policy form from the City Clerk or download the form from the City Website on the Parks page. After the form has been filled out it will need to be submitted to the City Planner to review against the criteria. Once the timeframe for receiving names has closed, Staff will begin the review process.
- Step 2) Staff will notify the applicant if the proposed name has or has not met the requirements. After a proposed name has been approved by Staff, the applicant will be informed when the name is going to be discussed by the Parks Commission. After the Commission discussion, the recommendation(s) will move onto the City Council for final approval or denial.
- Step 3) Once the City Council votes to approve a name, the name of the park shall be confirmed by passing a resolution.

### **Renaming:**

The intent of naming is for permanent recognition, the renaming of parks and facilities is discouraged. Though, the City understands that renaming a park, trail, or facility may be necessary to create more cohesiveness throughout the City. It is recommended that efforts to change a name become subject to crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Renaming a park will follow the same procedure stated above.



## STAFF REPORT

DATE: 09/16/2024

### **Motion**

**AGENDA ITEM:** Construction of the Park Land in the Northstar Development

**TO:** Parks Commission

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

**REVIEWED BY:** Marty Powers, Public Works Director

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### **BACKGROUND:**

With the construction of the new Northstar Development, the city received 29.9 acres along with \$218,876 in park dedication funds. Beginning in the fall of 2024 staff is looking to construct a nature trail through the property. Staff is looking to furnish the park a standard City Park Sign, benches and trash receptacles upon opening of the park.

### **ISSUE BEFORE COMMISSION:**

Would the Parks Commission like to recommend to City Council the recommendations and cost projections for the construction of the park?

### **PROPOSAL DETAILS/ANALYSIS**

Staff has suggested the following items at the park upon completion of construction. All of the work will be completed by city staff starting in the fall of 2024.

The following items are being proposed for the new park:

Park Sign: Purchase of a park sign, to be placed at the park entrance. This sign will be consistent with our other city park entrance signs and will be installed by staff.

Benches: Consistent with other City Parks, up to four benches will be installed along the trail.

Concrete: Concrete will be purchased to make footings and anchoring for up to four proposed benches.

Garbage Cans: Two additional garbage cans are being recommended at this park location, current cost of trash receptacles are \$600 apiece.

Entrance Sign / Signs	\$7,400
Park Benches	\$2,500
Concrete	\$1,000
Garbage Receptacles	\$1,200
<b>TOTAL</b>	<b>\$12,100</b>

### **FISCAL IMPACT:**

The building of the newly constructed park is expected to be completed in the spring of 2025, with funds coming directly from the Parks Dedication Funds.

### **RECOMMENDATION:**

*“Motion to recommend to city council the proposed purchases by city staff to furnish the newly constructed park.”*