



Our Mission is to Provide Quality Public Services in a Fiscally Responsible Manner in Partnership with our Community.

NOTICE OF MEETING

**City of Lake Elmo Parks Commission
3880 Laverne Avenue North
October 21, 2024
6:30 p.m.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
 - a) September 16th, 2024
5. Public Comment
6. 2025 Parks Work Plan
7. Communications
8. Adjourn

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

City of Lake Elmo Parks Commission Minutes
September 16, 2024

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

Absent: Commissioner Barrett

Staff Present: Assistant Public Works Director Swanepoel

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

Approval of Agenda

Elam motioned to approve the agenda as presented, Hoelscher provided a second; no discussion.

Motion approved 5-0.

Approval of Minutes

Esch motioned to approve the August 19th, 2024 Parks Commission Minutes, Hoelscher provided a second; no discussion. Motion passed 5-0.

Public Comments

Karen Baltzer, 9614 8th St., inquired about the backlog to take down city trees.

Resignation of Commissioner Bloyer

The commissioners provided words of praise and thanks to Bloyer for his time on the commission.

Elam motioned to accept the resignation of Commissioner Bloyer, Hoelscher provided a second; no discussion. Motion passed 5-0.

Lake Elmo Baseball Donation

Assistant Public Works Director Swanepoel presented. The commission had questions and provided comments regarding the score board.

Hoelscher moved to recommend to the council accepting the donation of the new scoreboard replacement for lion's ballfield from the Lake Elmo Baseball Association; Elam provided a second. Discussion. Hoelscher amended the motion to include a scoreboard similar to the one we already have; Elam provided a second. Amended motion passed 5-0. The full motion with amendment: Hoelscher moved to recommend to the council accepting the donation of a new scoreboard replacement similar to the one existing for lion's ballfield from the Lake Elmo Baseball Association. Motion passed 5-0.

Friends of Sunfish letter of Intent

Tony Manzara, representative for Sunfish Lake Park presented. The commission had clarifying questions and provided comments.

Hoelscher motioned to recommend city council support for the friends of sunfish to summit a letter of intent for the boardwalk project through the priority two settlement; Esch provided a second. Discussion. Motion passed 4-1, Kastler nay.

Legacy Development Park Name

Assistant Public Works Director Swanepoel presented the name suggestions. The commission provided comments.

Hoelscher motioned to recommend to the city council the following names to be considered as the formal names for the newly acquired property: Schiltgen Park, Sunfish East Park, and Agwadaashi Park; Esch provided a second. No discussion. Motion passed 5-0.

Park Construction

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

Kastler motioned to recommend city council direct the city parks staff to derive a staff report to a forthcoming parks commission meeting regarding the potential development of the park land at Northstar Development before beginning construction; Elam provided a second. Discussion. Motion passed 5-0.

Communications

- a) Volleyball courts are completed.
- b) Storm clean-up update. Commission expressed their appreciation for the clean-up.
- c) Portable restrooms will be removed from sites in October.
- d) Pebble Park update.
- e) Pick a park to look at.
- f) Requesting review of park reservation policy.

Kastler adjourned the meeting at 7:42 PM

Respectfully Submitted
Rebecca Schwemmer, Deputy Clerk



Staff Report

DATE: 11/18/2024

MOTION

AGENDA ITEM: Parks Commission 2025 Work Plan
SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director
REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

Per Section 3.12.540 of the Lake Elmo City Code, the Parks Commission is tasked with developing an annual work plan, including a list of projects, maintenance items, programs and goals for the year. Staff has built the 2025 work plan off the previous year's plan and the proposed capital improvement plan.

This work plan is intended to assess and then implement the overall goals of the parks division and outline projects that the Commission and staff will work on throughout the upcoming year, yet has the flexibility to respond to priorities as they emerge. The projects are broken down in to the following categories:

- **Planning / Project and Development**– This section addresses the larger long term park projects and funding opportunities. Projects that will be carried out in the upcoming year.
 - This would include projects approved through CIP.
 - Preparation and planning for larger projects for the following year.
- **Maintenance & Refurbishing** – Projects in this category are carried out by public works staff and does not necessarily rely on the Park Dedication money for funding and is based off the 2025 parks annual budget. Much of the maintenance by public works staff is daily operations along with weekly and monthly inspections.
- **Additional Park Initiatives** - Establishes goals and ways in which staff and the commission can increase the use of city parks and promote community engagement. Launch new and creative ways to reach park users, gain insight on future needs.
- **Finance** – How, specifically, does the Parks Commission want to spend and budget Parks and Recreation funds?
 - This will of course go hand-in-hand with planning and audit but this specifically should focus on next tasks to be carried out in terms of budget.

ISSUE BEFORE THE PARKS COMMISSION:

Would the Park Commission like to accept the 2025 work plan as proposed?

DETAILS AND ANALYSIS:

Planning / Project and Development – Items in this section have been listed as a CIP item or have been identified as an item of consideration by the Parks Commission.

- Staff will provide parking lot extension options for review at Pebble and Sunfish Lake Park.
- Two playground sets are scheduled to be replaced in 2025, staff will bring potential options and plans to be reviewed and constructed in Klies and Ridge Park.
- Staff will work with city engineers in preparation and design for the reconstruction of Ried Park's parking lot.

- Staff will review the city's Park Reservation Policy and provide suggestions for an update to include deposit and reservation fees for park use.
- Map and construct a single-track walking path and in the newly acquired Northstar Park Development. This would include construction of the trail and adding any needed signage.
- Begin planning and design for Lions Park Playground replacement and reconstruction of courts in 2026.
- Provide a concept plan for a redesign and reconstruction of Ridge Park
- Staff will continue to focus on any potential trail connectivity and make any future suggestions with potential of community growth.

Maintenance & Refurbishing – The majority of this section focuses on maintaining current park amenities and what we already have. Public works staff is assigned to do much of the maintenance and upgrades to park facilities as needed. Public works staff conducts daily operations throughout city parks including weekly and monthly safety inspections.

Public works staff has been working over the past year removing infected Ash trees from city property. Staff will continue to mark and remove infected trees from city park land.

Additional Park Initiatives

Items in this section focus on additional efforts by the commission and staff to continue the upkeep of our community parks to make them enjoyable for all users.

- A joint workshop with city council is planned to review the 2025 work plan and will assist in keeping the assigned goals on track for the upcoming year to provide guidance for future decisions.
- Staff will continue to support the efforts of conservation programs provided at the Sally Manzara Nature Center including the buckthorn removal project and present any future grant opportunities.
- Tree planting within our parks has continued to be requested by users for shade and beautification. Staff will continue to add or replace trees to our parks each year. Staff will also work with volunteers of adopted parks to help plant additional trees throughout the year.
- Staff will work on updating the city's parks page with new information and photos of the city parks.

Finance

In June 2024, the Parks Commission recommended the current CIP to City Council. Council will review the CIP in its December meeting and provide any needed changes. Staff along with the Parks Commission will again review the CIP in June 2025 and make appropriate adjustments for the upcoming year.

Staff will provide commissioners updates of the Park Dedication Fund balance at scheduled meetings when funds may be considered.

OPTIONS:

1. Approve the Parks Commission 2025 Work Plan as presented.
2. Amend the Parks Commission 2025 Work Plan as presented.

FISCAL IMPACT:

Fiscal impacts are outlined and confirmed in the Capital Improvement Plan (CIP). CIP items are funded through the Park Dedication Fund while Maintenance & Refurbishing items are funded through the Public Works Operating Budget.

RECOMMENDATION:

Staff recommends the following motion:

“Motion to recommend the 2025 Parks Commission Work Plan to City Council.”

ATTACHMENTS:

1. 2025 Parks Commission Work Plan Draft



2025 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 an expansive system of parks, trails, and open space with recreational amenities that will attract more users to the parks and visitors to the city.
- 3) Create a safe and enjoyable 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 2025 Park Commission Strategic Work Plan has been broken down into three segments: Project and Development; Maintenance & Refurbishing and other Park Initiatives.

- Priority Levels (PL) 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.
- Status is also indicated in order to better manage goals and objectives.

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		
<ul style="list-style-type: none"> Washington County Central Greenway Trail Plan - Assist Washington County when necessary for planning and funding opportunities 	1	IP
<ul style="list-style-type: none"> Outline options for additional Parking at Sun Fish Lake Park 	2	IP
<ul style="list-style-type: none"> Provide additional parking options for Pebble Park 	3	
<ul style="list-style-type: none"> Klies Park Playset Replacement 	2	IP
<ul style="list-style-type: none"> Ridge Park Playground Replacement 	2	
<ul style="list-style-type: none"> Ried Park Parking Lot Reconstruction/ Expansion 	1	
<ul style="list-style-type: none"> Update and Review Park Reservation Policy 	2	

• Outline Park options at new Northstar Development Park	2	IP
• Plan and Develop 2026 Lions Park updates: Playground/Courts	4	
• Provide concept plan for Ridge Park	2	
Maintenance & Refurbishing		
• Parks Needs Assessment	3	Annual
• Asphalt trail Maintenance - Inspections, crack filling and inspections	3	IP
• Playground and Park Inspections	3	IP
• Remove infected Ash Trees from City Parks	4	IP
Additional Park Initiatives		
• Hold a joint Parks Commission / City Council work session	2	IP
• Park Tree Planting	4	IP
• Oversee efforts of buckthorn removal and Sally Manzara Nature Center	4	IP
• Create new Parks Page on city site	5	
Finance		
• Update Capital Improvement Plan	1	Annual
• Provide Budget Updates as needed	4	IP