

6:30 PM

A thriving, connected community with deep roots: a great place to live for a lifetime.

A city that leads, serves, and governs to enhance the quality of life for all community members.

CHAIR: LACEY SHAW
MEMBER: ADAM HEGEHOLZ
MEMBER: THOMAS ADAMINI
MEMBER: ANDREW ANAUO
MEMBER: LEAH SOLTIS
ALTERNATE: BEN STRASHEIM

Those with items on the agenda should reach out to their staff contact. Others who wish to participate in the meeting, please contact the Community Development Director at 952-442-3106 or lbraaten@waconia.org to make certain that you are called upon during the meeting.

- 1. Call Meeting to Order**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
 - 1) [Approve May18th Park Board Meeting Minutes.](#)
- 4. Regular Business**
 - 1) [Park & Trail CIP Worksession Format](#)
- 5. Staff Park Items Update**
 - 1) [Park Staff Update](#)
Accept and Ask Questions of Park Updates From Staff
- 6. Board Updates & Questions**
- 7. Adjourn**

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REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		June 15, 2023					
Item Name:		Approve May18th Park Board Meeting Minutes.					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
<u>Attachments:</u> 1. 5.18.23 PB Minutes.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
MINUTES OF SCHEDULED MEETING
PARKS & RECREATION BOARD
May 18, 2023**

Pursuant to due call and notice thereof, the Regular Meeting of the Waconia Parks & Recreation Board was called to order at 6:30 p.m. by Shaw.

Park Board Members Present: Lacey Shaw, Adam Hegeholz, Leah Soltis, Tom Adamini, Ben Strasheim, Andrew Anaao

Park Board Members Absent: None

Council Liaison: Randy Sorensen

Staff Present: Shane Fineran, Craig Eldred, Mike Mawdsley

Guests: Amanda Hans

Adopt Agenda

Hegeholz made a motion to approve the agenda, seconded by Adamini. All in favor.

Approval of Minutes from March 16, 2023 Meeting

Adamini made a motion to approve the February 16, 2023 meeting minutes, seconded by Anaao. All in favor.

Approval of Windmill Creek Park Design

Craig Eldred, Public Services Director provided information collected related to two concepts for playground equipment replacement at the Windmill Creek Park. The two concepts were earlier reviewed by the Park Board and recommended for public input. On May 8th staff held an open house at the park and notified the neighborhood. The public input received favored the 2nd option of equipment proposed. There was a number of comments related to the removal of the sandbox and digger features as this is a popular area for cats and other animals utilizing it as a bathroom. Resident Amanda Hans addressed the board supporting the removal of the sandbox and digger area and provided information to the board from the MDH and a veterinarian regarding contaminated soils from animal excrement.

Hegeholz motioned, and Adamini seconded a recommendation to approve Option 2 for the playground equipment, omitting the sandbox, and favoring an additional shade element if the budget allows. All present voted aye.

Capital Project Updates

Staff provided an update on items reviewed by the Capital Investment Committee of the City Council related to park facilities and development. The items and priorities of the board had been added to the plan which include pickleball, field enhancements at Brook Peterson. It was also discussed with the committee the priorities of the board that pickleball, field enhancements, and Sudheimer Park development were the priorities. Discussion was had regarding the cash flow and investment challenges related to park development as well, some strategies discussed with the committee related to fundraising and phasing of improvements. An update on the park dedication fee ordinance amendment was also provided. It was suggested by the board that they would like to meet in a work session format to further discuss priorities, timing, scope of park facility projects, and operating costs and revenues related to a multi-use building at Waterford Park.

Staff Updates

Mike Mawdsley was introduced as the new Park Maintenance Supervisor and provided an update on maintenance activities.

Adjournment

Hegeholz motion to adjourn. Anauo second. All in favor. Adjourn at 7:28 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Shane Fineran', with a stylized, cursive script.

Shane Fineran
City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		June 15, 2023					
Item Name:		Park & Trail CIP Worksession Format					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Park Board expressed interest in meeting in work session/round table format to review the future park and trail investments identified in the capital investment plan. Attached is the updated capital investment plan with some of the edits and updates noted during the May 18th Park Board meeting. <u>Attachments:</u> 1. Parks CIP							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

City of Waconia, Minnesota
Capital Improvement Plan
2024 thru 2033

PROJECTS & FUNDING SOURCES BY DEPARTMENT - PARKS

Department	Project #	Total Ranking	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Public Services													
Infrastructure Projects													
Infrastructure 2024 - Trail - Sterling Hills to Waconia Parkway North/Hilks Lake	129-D	73	629,168										629,168
PIR Cash			629,168										629,168
Infrastructure 2025 - Sidewalk -8th/Pine St - Frontage Rd to Future Development	131-E	58		50,000									50,000
PIR Cash				50,000									50,000
Infrastructure 2025 - Trail Connection - County Road 10 - North of Crosswinds Development	132-C	61			275,000								275,000
PIR Cash					275,000								275,000
Public Services-Parks													
Legacy Village Park Equipment Upgrades	288	75			236,000								236,000
PIR Cash					236,000								236,000
Windmill Creek Park Equipment Upgrades	290	75	205,000										205,000
PIR Cash			205,000										205,000
Future Community Park Land Purchase	348										3,000,000		3,000,000
Park Ded Cash											3,000,000		3,000,000
Wildhurst Park Equipment Upgrades	385	70						267,800					267,800
PIR Cash								267,800					267,800
Fox Run Park Equipment Upgrades	386	70		274,000									274,000
PIR Cash				274,000									274,000
Interlaken Park Equipment Upgrades	387	70					273,000						273,000
PIR Cash							273,000						273,000
Pinehill Park Equipment Upgrades	388	70							262,650				262,650
PIR Cash									262,650				262,650
Sudheimer Park Additions	517					219,646		100,000	68,000				387,646
GO Bonds						219,646		100,000	68,000				387,646
City Square Park Play Equipment Replacement	580									350,000			350,000
PIR Cash										350,000			350,000
Waterford Park Facility Improvement	597			2,000,000									2,000,000
GO Bonds				2,000,000									2,000,000
Upgrade Brook Peterson Park Fields 1-4 Lighting to LED	623	77	950,000										950,000
PIR Cash			950,000										950,000
City Square Park Shelter Replacement	711				127,900								127,900

City of Waconia, Minnesota
Capital Improvement Plan
2024 thru 2033

PROJECTS & FUNDING SOURCES BY DEPARTMENT - PARKS

Department	Project #	Total Ranking	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Donations													
PIR Cash					127,900								127,900
Pickleball Court Addition - 4 Courts	746				450,000								450,000
Donations													
PIR Cash					450,000								450,000
Brook Peterson Park Field Updates - Field 1	747					220,000							220,000
PIR Cash						220,000							220,000
Brook Peterson Park Field Updates - Fields 6-8	748			221,000									221,000
PIR Cash				221,000									221,000
Brook Peterson Park Field Upgrades - Field 5 (Junior Varsity Baseball)	749				425,000								425,000
PIR Cash					425,000								425,000
Brook Peterson Park Field Updates - Field 2	763						225,000						225,000
PIR Cash							225,000						225,000
Brook Peterson Park Field Updates - Field 3	764							230,000					230,000
PIR Cash								230,000					230,000
Brook Peterson Park Field Updates - Field 4	765								235,000				235,000
PIR Cash									235,000				235,000
Woodland Creek 5th Play Equipment Addition	766						230,000						230,000
PIR Cash							230,000						230,000
City Square Park - Lighting & Electrical Upgrades	767					325,000							325,000
PIR Cash						325,000							325,000
Public Services-Parks Total			1,784,168	2,545,000	1,513,900	764,646	728,000	597,800	565,650	350,000		3,000,000	11,849,164



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		June 15, 2023					
Item Name:		Park Staff Update					
Originating Department:		Public Services					
Presented by:		Craig Eldred					
Previous Council Action (if any):							
Item Type (X only one):	☐ Consent	☐	☐ Regular Session	☐	☐ Discussion Session	☒ X	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Accept and Ask Questions of Park Updates From Staff							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Mike has provided an update of Park Related items. Please find the attached document.							
<u>Attachments:</u>							
1. PUBLIC SERVICES DEPARTMENT MEMO Mike.doc							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: ☐ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



PUBLIC SERVICES DEPARTMENT MEMO

To: Park Board Members

From: Mike Mawdsley, Park Supervisor

Date: June 15th, 2023

RE: Park Department and Project Updates

CC: Shane Fineran, City Administrator, Randy Sorensen, City Council Liaison

Staff have been focused on mowing, trimming, and cleaning up areas and parks throughout the city. Seasonal staff has started and that has allowed us to make progress on our maintenance of parks. Staff will be continuing to focus on cleaning up boulevards, rain gardens and roundabout areas.

Project Updates:

War Memorial, City Square Park; The Cannon frame and cannon have been installed on the concrete slab. Staff have completed site restoration and it is currently barricaded with temporary fencing until the grass is established. The concrete is complete, and the cannon can be viewed behind the temporary barricade. Items remaining will include lighting, fencing and flagpole installations.

Trail Sealing paths; Trail sealing began June 12th on Interlaken Crossing, County road 10, Highway 5 and Cherry St. They plan on being completed this week.

Lakeview Terrace Play System Replacement: Playground installation began the week of May 5th. We are delayed for final completion due to a backorder of a few essential parts. Concrete curb is scheduled to be completed by the end of the week. City staff will be in to do site restoration and install the asphalt pathway around the playground.

Waterford Park Site Improvement: irrigation system was installed in the new 2.41 acres of open space. We are awaiting final connections to have the site up and running. City staff will have to do site restoration to the area.

Brook Peterson Park: Irrigation on the outside of the ball fields is slated to be up and running in the next few weeks. Staff are having to initiate lighting for Community Education Games certain evenings due to the inability to set the lighting timers to multiple operations.

Reitz Lake Park: The Fishing Pier was installed this week.

Turf to Native Program; Prairie Restoration was out the week of May 5th to mow down, and plants plugs at Public Services and Waconia Parkway South.

Boulevard Tree & EAB; Staff have begun cleaning up stump grindings starting on Olive Street. We are working through our tree replacement program and plan on replacing trees in projects, boulevards and EAB removal points.

The Fields: Electrical is being run to the irrigation systems, with the hopes of having the system operational in the coming weeks.