

VISION STATEMENT

MISSION STATEMENT

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 Minutes of March 19, 2023 Park Board Meeting](#)
- 4. Regular Business**
 - 1) [Approval of Park Design Option](#)
Adopt Park Plan Layout Option for Recommendation to City Council of Windmill Creek Park Play System and Site work for Capital Project 290
 - 2) [Update Capital Projects](#)
Review of Capital Improvement Committee Recommendations for Park Projects
- 5. Board Updates & Questions**
- 6. Adjourn**

1



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		May 18, 2023					
Item Name:		Approve Minutes of March 19, 2023 Park Board Meeting					
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. 3.16.23 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
March 16, 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

Park Board Members Absent: Andrew Anauo

Council Liaison: Randy Sorensen

Staff Present: Shane Fineran, Craig Eldred

Guests: John Douville, Darrel Radde

Adopt Agenda

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

Approval of Minutes from February 16, 2023 Meeting

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

Parks & Trails Capital Investment Plan

Craig Eldred, Public Services Director provided an update on the status of scheduled 2023 CIP projects including Lakeview Terrace playground installation, fleet replacement, and dug out structures at Brook Peterson Park. Staff also reviewed project scoping for items identified in the 2024 -2028 years which included playground replacements, shelter replacement, Waterford Park bathroom/multi-use building, and Sudheimer Park development. Also reviewed were recent requests considered by the Park Board and prioritized in November and January for investments in trail connectivity, pickle ball courts, and enhancements at Brook Peterson Park.

The board discussed possible phasing or less expensive elements for Sudheimer Park development as well as that for the Waterford Park restrooms/multi-use building. It was also discussed that pickle ball parks should be added to the CIP in the Brook Peterson Park as discussed in January. Staff indicated that some additional work and refinement of phased or less impactful park development costs can be made which could inform the Board as to how new priorities would fit within the overall cash flow of the CIP.

Staff also provided an update on the park dedication fee ordinance amendment, which public

hearing was held for in January with the Planning Commission. Final adoption is being held until some clarity can be had on legislation proceeding at the state legislature which may impact the local changes sought in the ordinance.

Staff Updates

Staff provided updates on park maintenance activities related to snow removal, tree pruning, training, and recruitment for the Park Maintenance Supervisor.

Adjournment

Hegeholz motion to adjourn. Adamini second. All in favor. Adjourn at 7:31 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:		May 18, 2023					
Item Name:		Approval of Park Design Option					
Originating Department:		Public Services					
Presented by:		Craig Eldred					
Previous Council Action (if any):		February Park Board Meeting Review of Design Plans					
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Park Plan Layout Option for Recommendation to City Council of Windmill Creek Park Play System and Site work for Capital Project 290							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Park Board Members may recall our discussions regarding the two play system options provided for Windmill Creek Park programmed in the Capital Plan for replacement in calendar year 2024. A recommendation was to host a neighborhood meeting to allow for input and comments of the Park in general and review of the two play system options. Staff noticed the entire neighborhood of our intent to host a Park Play System review on May 8th, 2023 during the hours of 4:00 p.m. to 7:00 p.m. In all there was good representation of the neighborhood in all age groups. Several attendee's had plans to contact the city to see when the Park equipment might be upgraded and then had received the meeting notification. Timing was perfect! Staff provided both system images and layout of the proposed equipment, comment sheets for parents, children and grandparents who attended. Those comments are attached in the excel form attached with this report. Overall, Option II garnered the most votes for a multitude of reasons. Comments on the designated sand play area, shade elements and or landscaping and prevention of children accessing the roadway directly were of concern. Older kids asked about basketball. We did ask our equipment representative to review this since it had come up previously. The Park space is a little small to allow this type of use. Our \$205,000.00 Budget will allow for this system to be installed, work on ADA site needs and some form of landscaping to provide more shade and buffer of the roadway. The Park is accessed in multiple directions. One key feature might be a second access to allow user's to be relocated off the street as they near the Park earlier. Attached are one each of the colored renderings and a layout sheet. As noted earlier are the comments provided by the neighborhood. <u>Attachments:</u> 1. Option One Layout Color.pdf 2. Option One Layout Schematic.pdf 3. Option Two Layout Color.pdf 4. Option Two Layout Schematic.pdf 5. Playground_Options (1).pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR							

Budget Information:	Planning Commission	
☒ Budgeted	Parks and Recreation Board	
☐ Non Budgeted	Safari Island Advisory Board	
☐ Amendment Required	Other	

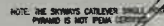


Windmill Creek Park - Option 1

Waconia_WindmillCreek_OPT1 011823 • 119 2023



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TOTAL CONTAINER AREA	5993 SF
TOTAL SAND PLAY AREA	298 SF
ASTM SAFETY SURFACING TYPE	ENGINEERED WOOD FIBER & PIP
TOTAL PIP	388 SF (6' CFH)
EDGING TYPE	EXISTING CONCRETE CURB
TOTAL NEW CURB	23 LF
TOTAL NEW FLATWORK	217 SF

- MAXIMUM OF 1% GRADE CHANGE ACROSS CONTAINER
- NO PRE-INSTALLED DRAIN TILE OUTSIDE OF 4 FEET OF PERIMETER
- DRAIN TILE STUB TO BE PROVIDED IF DRAIN TILE IS REQUIRED
- NO DRAINAGE AGGREGATE PRE-INSTALLED
- NO FABRIC PRE-INSTALLED
- MINIMUM CONTAINER SIZE NEEDED DENOTES THE INSIDE OF CURB DIMENSION



11140 S Windmill Creek, Waconia, MN 55387

DESIGNED BY:
JLT
1/19/23

SHEET

LS101

TOTAL ELEVATED PLAY COMPONENTS	3	
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	<u>REQUIRED 0</u>
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	3	<u>REQUIRED 2</u>
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	5	<u>REQUIRED 1</u>
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	4	<u>REQUIRED 4</u>

TOTAL ELEVATED PLAY COMPONENTS	6	
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	6	REQUIRED 3
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	14	REQUIRED 2
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	8	REQUIRED 8



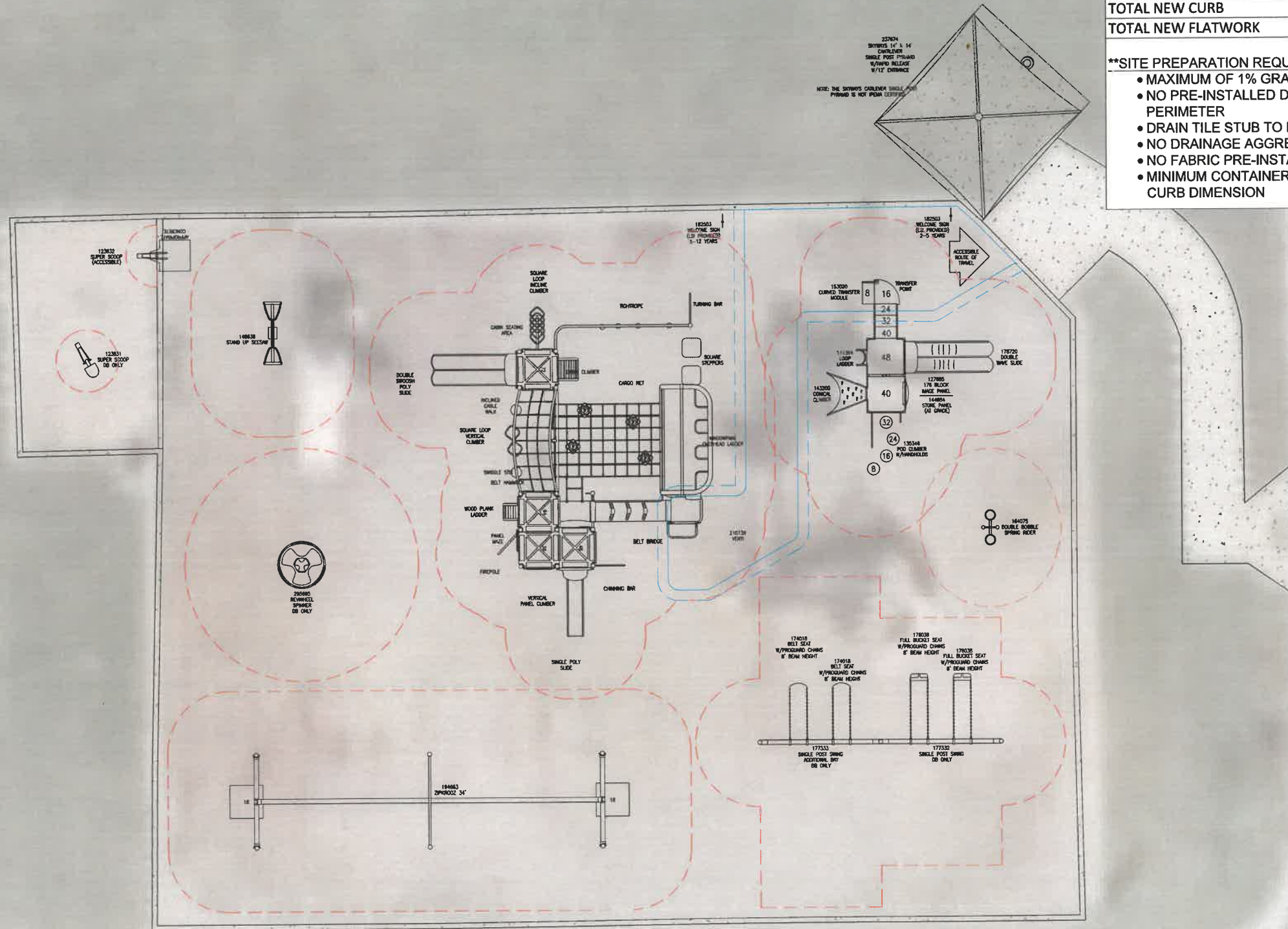
LS
**landscape
structures**

Windmill Creek Park - Option 2

Waconia_WindmillCreek OPT2 011823 • 11.19.2023



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CONTAINER DETAILS

TOTAL CONTAINER AREA	5993 SF
TOTAL SAND PLAY AREA	298 SF
ASTM SAFETY SURFACING TYPE	ENGINEERED WOOD FIBER & PIP
TOTAL PIP	512 SF (8' CFH)
EDGING TYPE	EXISTING CONCRETE CURB
TOTAL NEW CURB	23 LF
TOTAL NEW FLATWORK	217 SF

**SITE PREPARATION REQUIREMENTS:

- MAXIMUM OF 1% GRADE CHANGE ACROSS CONTAINER
- NO PRE-INSTALLED DRAIN TILE OUTSIDE OF 4 FEET OF PERIMETER
- DRAIN TILE STUB TO BE PROVIDED IF DRAIN TILE IS REQUIRED
- NO DRAINAGE AGGREGATE PRE-INSTALLED
- NO FABRIC PRE-INSTALLED
- MINIMUM CONTAINER SIZE NEEDED DENOTES THE INSIDE OF CURB DIMENSION

2-5 AREA

TOTAL ELEVATED PLAY COMPONENTS	5	
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	5	REQUIRED 3
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	4	REQUIRED 2
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	3	REQUIRED 3

5-12 AREA

TOTAL ELEVATED PLAY COMPONENTS	13	
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	8	REQUIRED 7
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	13	REQUIRED 4
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	10	REQUIRED 10



FLAGSHIP RECREATION
11123 UPPER 33RD ST N
LAKE ELMO, MN 55082
763-550-7860
FLAGSHIPPLAY.COM
@FLAGSHIPPLAY



THIS PLAY AREA & PLAY EQUIPMENT IS
DESIGNED FOR AGE RANGES AS NOTED
ON PLAN.

Windmill Creek Park Option 2

1140 S Windmill Creek, Waconia, MN 55387

SALES
REPRESENTATIVE:
Bailey Wolf

DESIGNED BY:
JLT
1/19/23

3/16" = 1'-0"

SHEET

LS101

Option Choice		Comments
Option 1	2	Option #1, it has more climbing stuff
		My kids favorite is #1, I think option #2 has more climbing and play space oth the 5+ playground equipment. If the footprint on the 5+ equipment could be a bit more on option #1, I would choose it as well.
Option 2	19	Fence around the sandbox! Cat uses the sandbox now!
		Because if would be better to play on and easier to play games on and looks funner.
		We like option #2 for all the the climbins and large muscles obstacles. Can anything be done about the cats in the area? Kids have mentioned they like to use the sandbox as a litter box. Maybe a b-ball hoop or something instead?
		Option #2 with additional shaded spaces
		Current sandbox is overrun by cats and is a giant litterbox for neighbor's cats. Would recommend removing and adding more sitting areas.
		I like that there are more things to do on main structure. Get rid of sandbox, cats always in it.
		We love option #2. I feel number 2 has more options and that will allow for more creative play. Maybe a fence around the sandbox.
		5 year old likes option 2, more obstacles courses and hiding spots and climbing stuff. Leave sandpit diggers in plan.
		Have no sandbox. Cates in the neighborhood use it as a litterbox. Plant trees and shrubs along park lines. Neighbors are a little odd and it would gie privacy. Maybe put a basketball hoop instead of sandbox.
		My preference is #2. Both options will provide a great update. If a sandbox is included, please fence it in.
		Fence the sandbox
		Both are great options. Option #2 would be my preference. Additional shade and picnic tables would be a plus!
		Love the shape. Would appreciate barrier to road, or maybe a fence to help with traffice and maybe animals too.
		As a neighborhood member would prefer #2 since it is more similar to oakpointe park.
		Like the variety of things. Our kids love swings. I like addition of zip line.
General Comments- No selection		
Merry Go Round, More shad on the playground, more picnic tables, small fence for sandbox- for anti-animals, too many ground wasps on current playground		



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		May 18, 2023					
Item Name:		Update Capital Projects					
Originating Department:		Public Services					
Presented by:		Craig Eldred					
Previous Council Action (if any):		Park Board Established Priorities of Parks for Capital Improvement Planning					
Item Type (X only one):	Consent	☐	Regular Session	☒	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Review of Capital Improvement Committee Recommendations for Park Projects							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
To keep the Park Board informed of Capital Planning staff wanted to provide an update of the Capital Improvement Committee review. This effort is quite fresh as the meeting was recently held on Monday, May 15th. As the Park Board has previously discussed and provided direction of funding changes of Development Restitution for Park Improvements. This may include development of parks and trail systems, or it may include cash donations to allow for Park Improvements at a later date. This and updates of project pricing elements were discussed at the Capital Improvement Committee level. In general we have our annual Play Equipment Replacement Schedule. The life cycle of our play systems falls between 15 and 20 years. We have programmed other projects based upon the priority lists and request of public and public interest groups. Notably lately items surrounding Pickle Ball, and rehabilitation of Brook Peterson Park Play Fields from softball to baseball only uses. These items were brought forth to the Capital Improvement Committee. I have attached the notes and comments provided by the Capital Improvement Committee. We will discuss the project related items in general and provide further comments to the notes attached. In general these requested improvements are extremely difficult to just add in as projects. Board Members will notice the costs associated to recondition the playing fields. We already had programmed Fields 1-4 lighting. Even this project is difficult to fund. Sudheimer Park improvements were separated and reduce to multiple trail improvements of asphalt, gravel, and wood chip systems to allow for access to different programmed areas. The Committee chose to recommend the approach of fund raising for these major Park Improvements. Much like those taken with the Grandstand and Inclusive Play System Improvement Projects. Additional items will include revisiting use agreements and defining services provided. The demand is great and one of the comments from the recent Windmill Creek experience is the gratefulness of the Parks of the community as a whole. I detailing this item as "Non-Budgeted" due to the purpose of it being reviewed for future presentation to the City Council as a whole and continued review of the Capital Improvement Committee. Attachments: 1. CIP Work Session Packet_05.15.23 With Comments of CIP Committee.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR							
Budget Information:				Planning Commission			

☐	Budgeted	Parks and Recreation Board	
☒	Non Budgeted	Safari Island Advisory Board	
☐	Amendment Required	Other	



**Long Range CIP Committee Meeting
Monday, May 15, 2023
3:00 p.m.
Olive Conference Room**

1. Discussion of Items:
 - a. Review park projects and Park Board priorities
 - i. Park Board Priorities:
 1. Pickleball Court Addition – Brook Peterson Park
 2. Sudheimer Park Addition
 3. Brook Peterson Park Field Improvements
 4. Waterford Restroom/Facility Addition
 - b. Prioritization of park projects – several new projects added to parks plan in 2023
 - c. Funding options for future park projects – current plan does not have sustainable funding sources for major projects in the next 10 years.
 - i. Bonding options
 - ii. Interfund transfers – 2022 park depreciation expense: \$3,595,039 (all assets including equipment, vehicles, buildings, and infrastructure). Infrastructure alone (including park equipment, trails, sidewalks): \$2,962,933
 - iii. Other/grants/rental fees
 - d. Next Meeting – Week of June 12th

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	Budget Notes & Items to Consider
Public Services-Parks														
Legacy Village Park Equipment Upgrades	288	75			236,000								236,000	Original equipment installed 2008.
PIR Cash					236,000								236,000	
Windmill Creek Park Equipment Upgrades	290	75	205,000										205,000	Original equipment installed 2005.
PIR Cash			205,000										205,000	
Future Community Park Land Purchase	348											3,000,000	3,000,000	Park dedication current cash \$126, 307
Park Ded Cash												3,000,000	3,000,000	
Wildhurst Park Equipment Upgrades	385	70						267,800					267,800	Original equipment installed 2007.
PIR Cash								267,800					267,800	
Fox Run Park Equipment Upgrades	386	70		274,000									274,000	Original equipment installed 2007.
PIR Cash				274,000									274,000	
Interlaken Park Equipment Upgrades	387	70					273,000						273,000	Original equipment installed 2009.
PIR Cash							273,000						273,000	
Pinehill Park Equipment Upgrades	388	70							262,650				262,650	Original equipment installed 2018.
PIR Cash									262,650				262,650	
Sudheimer Park Additions	517					219,646		100,000	68,000				387,646	Multiple year project. Addition of trails
GO Bonds						219,646		100,000	68,000				387,646	in the park.
City Square Park Play Equipment Replacement	580									350,000			350,000	Original equipment installed 2011.
PIR Cash										350,000			350,000	
Waterford Park Facility Improvement	597			2,000,000									2,000,000	Facility includes restrooms and rental
GO Bonds				2,000,000									2,000,000	space for community events.
Upgrade Brook Peterson Park Fields 1-4 Lighting to LED	623	77	950,000										950,000	General fund interfund transfer
PIR Cash			950,000										950,000	necessary to complete this project.
Brook Peterson Park - Dug-Out Replacement	705				65,000								65,000	Multiple year project. Project in 2023
PIR Cash					65,000								65,000	for \$40,000 as well.
City Square Park Shelter Replacement	711				127,900								127,900	
PIR Cash					127,900								127,900	
Pickleball Court Addition - 4 Courts	746		450,000										450,000	NEW - Priority & Best Placement in CIP?
PIR Cash			450,000										450,000	
Brook Peterson Park Field Updates - Fields 1-4	747		865,000										865,000	NEW - Priority & Best Placement in CIP?
PIR Cash			865,000										865,000	
Brook Peterson Park Field Updates - Fields 6-8	748		221,000										221,000	NEW - Priority & Best Placement in CIP?
PIR Cash			221,000										221,000	
Brook Peterson Park Field Upgrades - Field 5 (Junior Varsity Baseball)	749		425,000										425,000	NEW - Priority & Best Placement in CIP?
PIR Cash			425,000										425,000	
GRAND TOTAL			3,116,000	2,274,000	428,900	219,646	273,000	367,800	330,650	350,000		3,000,000	10,359,996	