

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



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 16, 2023					
Item Name:		Approve Park Board meeting minutes of February 16, 2023.					
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>							
Motion to approve meeting minutes.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments: 1. 2.16.23 PB Minutes.pdf							
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
MINUTES OF SCHEDULED MEETING
PARKS & RECREATION BOARD
February 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 Hegeholz.

Park Board Members Present: Adam Hegeholz, Leah Soltis, Tom Adamini

Park Board Members Absent: Lacey Shaw, Andrew Anauo, Ben Strasheim

Council Liaison: Randy Sorensen

Staff Present: Shane Fineran, Craig Eldred

Guests: None

Adopt Agenda

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

Approval of Minutes from January 19, 2023 Meeting

Soltis made a motion to approve the January 19, 2023 meeting minutes, seconded by Adamini. All in favor.

Sierra Neighborhood Private Park

Jenna Schulz and Dan Viseman from the Sierra Neighborhood Homeowners Association were in attendance and presented information regarding the private park contained in the neighborhood. This is an approximate 1.86 park space that has been privately owned by the HOA since inception and features open space, small trail system, playground, and asphalt basketball court. The HOA representatives provided information regarding maintenance undertaken by the HOA to the area in recent years and discussion had by the HOA regarding the future needs of the park, investment needed and options, which include possible dedication to the city.

Park Board members desired to better understand what costs and impacts to operations this may mean if the space were to be dedicated to the city and provided direction for staff to bring additional information to the board at a later date.

Windmill Creek Park Playground Replacement

Staff provided two potential concepts for equipment replacement at Windmill Creek Park, currently targeted in the CIP for 2024. It is the recommendation of staff to utilize these two concepts and conduct some public engagement with the neighborhood prior to making a decision on the final replacement scope. The playground replacement will only necessitate equipment

replacement as the concrete curbing container is in good condition. This will be scheduled during the warmer months of 2023.

Adjournment

Adamini motion to adjourn. Soltis second. All in favor. Adjourn at 7:17 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:	March 16, 2023
Item Name:	Discussion Capital Improvement Projects
Originating Department:	Public Services
Presented by:	Craig Eldred
Previous Council Action (if any):	February 14th, 2022; Brook Peterson Park Improvement Requests August & October 2022, Capital Project Adjustments

Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Recommendation of Direction for Staff for Capital Improvement Projects Related to Community Parks and Systems Maintained by Parks Department

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

The focus of the March 16th, 2023 Park Board meeting is to step back and once again review the current 2023 - 2032 Capital Improvement Plan and review items for direction of the 2024- 2033 Capital Improvement Plan. Previously we discussed numerous items regarding Brook Peterson Park, Trail and Sidewalk Improvements, Sudheimer Park Improvements and Pickle Ball Courts.

Some of these items fell under requests of community groups and projects already programmed. As we discussed in late October our current Play System replacement plan has been extended to periods of 15 to 20 years. We have several projects programmed, and are in need of pricing updates due to economics of costs and availability. It is staff's intention to walk-through some of these dynamic elements and open discussion up to the Park Board to gain further opinion's and direction.

In October of 2022 the main focus was the design and improvements of Parks; Waterford and Sudheimer. Brook Peterson and Pickleball were rated slightly lower. Connectivity, Tree Canopy, and Bike Racks at Parks were other key elements added to the discussion.

Attached Board Members will find the current Capital Plan and what staff consider a worksheet format for Capital Planning for 2024 through 2033. For additional information we have added our scoring sheet for projects and a couple of images of trail links not previously shared for Sudheimer Park planning. We would expect to have a couple more discussions regarding Capital Planning for 2024 through 2033. Also attached is the Department update for discussion purposes.

Attachments:

1. [2023 Major CIP Projects.pdf](#)
2. [2024 - 2028 Identified CIP Projects.pdf](#)
3. [Project Ranking_CIP.pdf](#)
4. [Developer Easement Provided Trail Link.pdf](#)
6. [Developer Trail & Sidewalk Links Sudheimer Park.pdf](#)

<i>FINANCIAL IMPLICATIONS:</i>	<i>ADVISORY BOARD RECOMMENDATIONS:</i>
Funding Sources & Uses: Most Public Improvement Dollars	
Budget Information:	Planning Commission

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

Department	Project #	Total		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
		Ranking												
Infrastructure 2030 - Portions of Olive/Elm/Third/Fourth/Fifth/3-1/2 Streets	632	88									5,400,000			5,400,000
GO Bonds											5,400,000			5,400,000
Infrastructure 2030 - Overlay Sierra Development/Marketplace Drive/Mill Lane/Industrial Blvd	632-A										1,000,000			1,000,000
GO Bonds											1,000,000			1,000,000
Infrastructure 2031 - Willowbrooke Lane/Woodlawn Circle/Dunsmore Drive/Courtland West/East	683											5,600,000		5,600,000
429 Bonds												5,600,000		5,600,000
Infrastructure 2031 - Overlay Tenth Street/Starlight Drive/Campfire Court/Feather Circle	683-A											1,100,000		1,100,000
GO Bonds												1,100,000		1,100,000
Public Services-Parks														
Finish Mower (Land Pride) - Replacement Unit #5001	260	70				15,000								15,000
Cap Equip Cash						15,000								15,000
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
Large Front Mount Mower Toro 5910 - Replacement Unit #182	393	90					125,000							125,000
Cap Equip Cash							125,000							125,000
Sudheimer Park Additions	517							540,000						540,000
GO Bonds								540,000						540,000
F-550 One Ton Dump - Replacement Unit #48	541								111,300					111,300
Cap Equip Cash									111,300					111,300
City Square Park Play Equipment Replacement	580											350,000		350,000
PIR Cash												350,000		350,000

Department	Project #	Total Ranking	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Tool Cat with Attachments - Addition to Fleet	581					87,550							87,550
Cap Equip Cash						87,550							87,550
Front Mount Mower & Winter Equipment	582			80,000					85,000				165,000
Toolcat #178 Multiple Replacement													
Cap Equip Cash				80,000					85,000				165,000
Zero Turn Mower - Successive Replacement	585		78,000				140,000						218,000
Unit #175													
Cap Equip Cash			78,000				140,000						218,000
Workman Toro - Replacement Unit #184	586				44,500								44,500
Cap Equip Cash					44,500								44,500
Waterford Park Facility Improvement	597				2,300,000								2,300,000
GO Bonds					2,300,000								2,300,000
Park Maintenance Pick-up Truck - Replacement Unit #55	600						65,000						65,000
Cap Equip Cash							65,000						65,000
Parks Maintenance Pick-up Truck - Replacement Unit #57	601								40,000				40,000
Cap Equip Cash									40,000				40,000
Upgrade Brook Peterson Park Fields 1-4 Lighting to LED	623	77		950,000									950,000
PIR Cash				950,000									950,000
Toro 3280 - Replacement Unit #181	636				71,000					82,000			153,000
Cap Equip Cash					71,000					82,000			153,000
Toro Propass Top Dresser - Replacement Unit #5002	637									29,000			29,000
Cap Equip Cash										29,000			29,000
Toro 3280 - Replacement Unit #178	667				53,773								53,773
Cap Equip Cash					53,773								53,773
Bobcat Tool Cat - Replacement Unit #188	670						31,055						31,055
Cap Equip Cash							31,055						31,055
Toro 7210 - Replacement Unit #189	671					43,192							43,192
Cap Equip Cash						43,192							43,192
Lakeview Terrace Park Playground Equipment Installation	696		150,000										150,000
PIR Cash			150,000										150,000
Park Maintenance Pick-up Truck - Addition to Fleet	697		79,000										79,000
Cap Equip Cash			79,000										79,000
Brook Peterson Park - Dug-Out Replacement	705		40,000			65,000							105,000
Donations			40,000										40,000
PIR Cash						65,000							65,000
City Square Park Shelter Replacement	711					127,900							127,900
PIR Cash						127,900							127,900

Department	Project #	Total Ranking	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Infrastructure 2028 - County Road 92 Extension - Airport Road	475-B						4,800,000						4,800,000
GO Bonds							4,800,000						4,800,000
Infrastructure 2029 - Portions of Redwood/Ridgewood Court/Pine/Third/Fourth/Fifth Street	631	86						5,200,000					5,200,000
429 Bonds								5,200,000					5,200,000
Infrastructure 2029 - Overlay Sparrow Road	631-A							800,000					800,000
Aid								800,000					800,000
Infrastructure 2030 - Portions of Olive/Elm/Third/Fourth/Fifth/3-1/2 Streets	632	88							5,400,000				5,400,000
GO Bonds									5,400,000				5,400,000
Infrastructure 2030 - Overlay Sierra Development/Marketplace Drive/Mill Lane/Industrial Blvd	632-A								1,000,000				1,000,000
GO Bonds													
Infrastructure 2031 - Willowbrooke Lane/Woodlawn Circle/Dunsmore Drive/Courtland West/East	683									1,000,000			1,000,000
429 Bonds													
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GO Bonds										1,100,000			1,100,000
Public Services-Parks										1,100,000			1,100,000
Finish Mower (Land Pride) - Replacement Unit #5001	260	70		15,000									15,000
Cap Equip Cash				15,000									15,000
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PIR Cash					127,900								127,900

Waconia, Minnesota

General Priority Categories

Capital Improvement Program

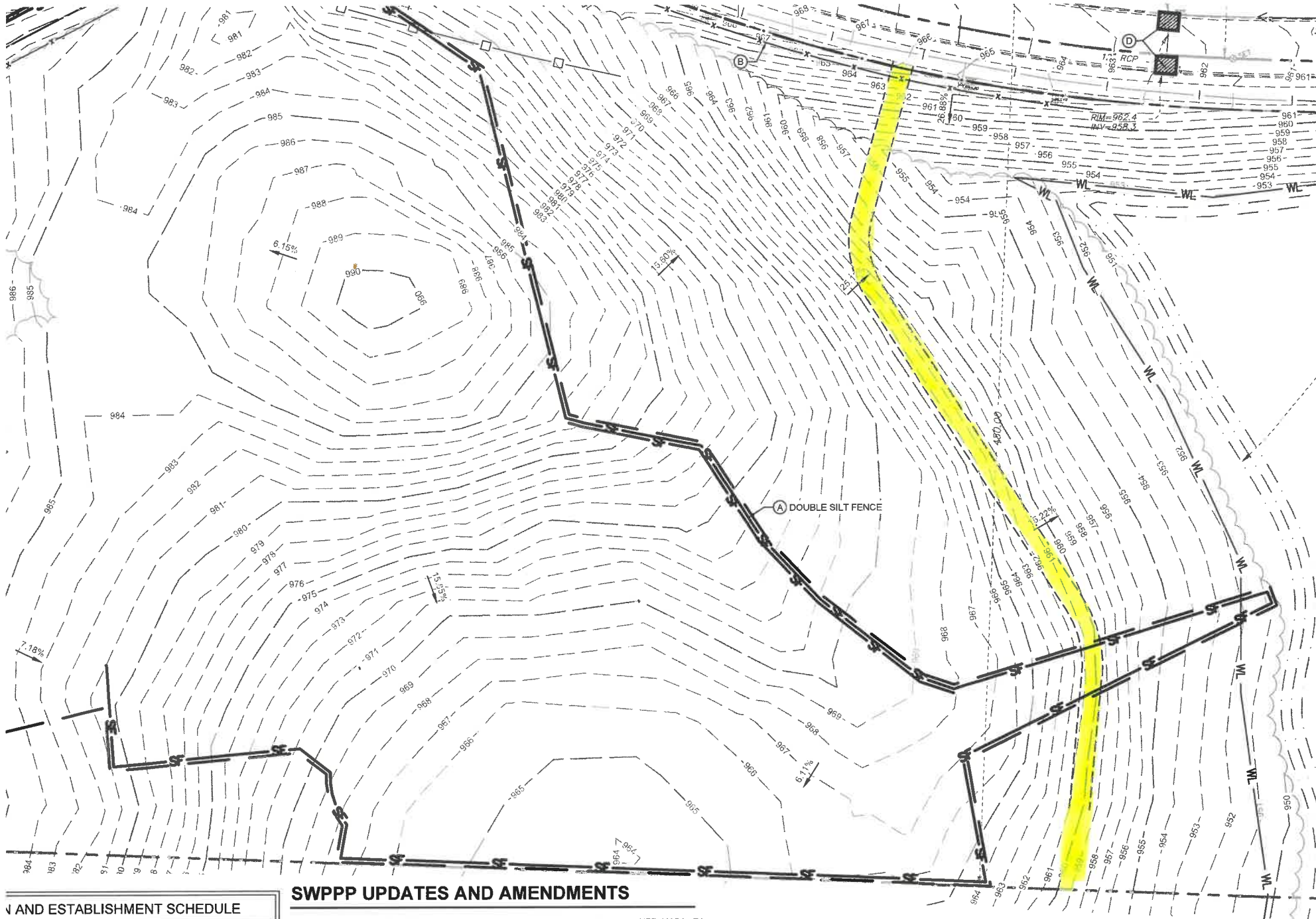
General Priority Categories	Category Definitions	Rating or Scoring Range	CIP Priority
Essential	Projects needed to comply with a court order, legislative mandate, or is critical to the health, safety, and general welfare.	100 or more points	1
Desirable	Projects important to the general welfare of the community, operation or maintenance of a physical facility. Due to the nature of the project or its timing, it desirable to complete relative to CIP objectives.	80-99 points	2
Acceptable	Projects that provide a public operational improvement. Due to the nature or scheduling of the project, it is not critical or important in relation to the city's financial capabilities, needs, or other program requirements.	60-79 points	3
Deferrable	Projects that are in conflict with the master plan or for which there are serious need, cost, justification, or timing questions.	40-59 points	4
Hold	Projects that will not be started until the completion of a study or submission of additional data.	0-39 points	5

Rating Criteria, Weights, Scoring, and Project Ranking System

Criteria	Criteria Subdivisions	Ranking Score	Multiplier (weight)	Maximum Score
Funding	On-going funding from already identified sources	5	3	15
	Existing funding available	4		
	Potential funds now available	3		
	Potential funds to be applies for	2		
	No identified funds available	1		
Legal Mandates	Court decision	5	3	15
	Regulatory requirement	5		
	Pending legal action	4		
	Potential legal action	2		
	Normal project liability	1		
Public Health & Safety	Existing hazard (severe)	5	3	15
	Existing hazard (minor)	4		
	Potential hazard (severe)	3		
	Potential Hazard (minor)	2		
	No health or safety issue	1		
Preservation of Facility	Loss of facility eminent without project	5	3	15
	Additional damage likely without project	4		
	Project constitutes normal maintenance	3		
	Project constitutes normal minor maintenance	2		
	New facility or none of above	1		

Project Life	Greater than 20 years/no extraordinary maintenance	5	1	5
	Greater than 20 years/extraordinary maintenance	4		
	Greater than 10 years/no extraordinary maintenance	3		
	Greater than 10 years/extraordinary maintenance	2		
	Less than 10 years	1		
Conformity to City Plans & Goals	In the city master plan	5	2	10
	In neighborhood plans (which plan?)	4		
	Under consideration for master plan	3		
	Recommended by board/commission	2		
	Recommended by citizen action	1		
Conformity to City Department Plans & Goals	Critical to accomplishing established goals/plans	5	1	5
	Desirable to accomplishing established goals/plans	4		
	Will assist accomplishing established goal/plans	3		
	Won't hinder accomplishing established goals/plans	2		
	Necessary for department, but my harm another	1		
Operating Budget Impact	Decreases operating/maintenance costs	5	2	10
	No impact on operating/maintenance costs	4		
	Increases operating/maintenance cost \$5K-\$15K	3		
	Increases operating/maintenance cost \$15K-\$25K	2		
	Increases operating/maintenance cost > \$25K	1		
Cost/Effectiveness	Most cost effective alternative	5	1	5
	Cost/effective compared to doing nothing	4		
	Same as cost of other alternatives	2		
	No cost/effective	1		
Environmental or Pollution Impact	Enhances environment/reduces pollution	5	2	5
	Benefits environment/slightly reduces pollution	4		
	No environment change/status quo pollution	2		
	Minor negative environmental impact/slight pollution	1		
	Diminishes environment/creates pollution	0		
Percent of City Population Benefiting	Fifty percent or more	5	2	10
	Thirty-five to fifty percent	4		
	Twenty-five to thirty-five percent	3		
	Ten to twenty-fiver percent	2		
	Less than ten percent	1		
Recreation/Cultural Aesthetic	Major value	5	1	5
	Moderate value	4		
	No value	1		
	Slightly detrimental	0		
Benefits to Existing Users	Used 7 days a week	5	1	5
	Used 5 days a week	4		
	Used less than 5 days a week	1		
	Used once a week or less	0		
Economic Development	Enhances Business Community-private financing	5	1	5
	Require some municipal subsidy	3		
	Requires significant municipal subsidy	1		

Maximum Score **125**



AND ESTABLISHMENT SCHEDULE

IG DATES: APRIL 1 - JULY 20
 DATES: JULY 20 - OCTOBER 20

OR LOW MAINTENANCE TURF WITH EROSION
 (ETS)

IG DATES: APRIL 1 - JUNE 1
 DATES: JULY 20 - SEPTEMBER 20

SWPPP UPDATES AND AMENDMENTS

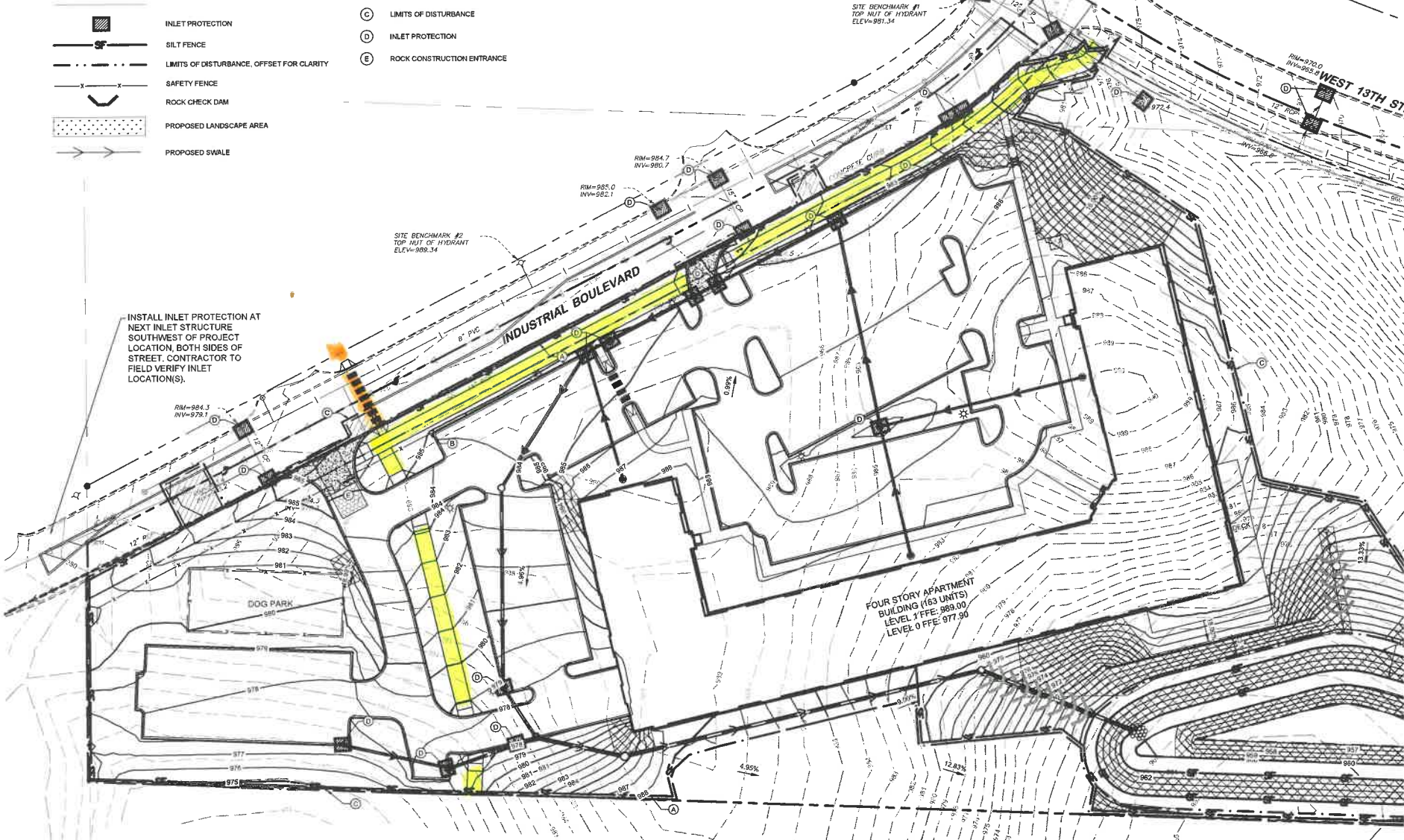
THE GC MUST UPDATE THE SWPPP, INCLUDING THE JOBSITE BINDER AND SITE MAPS, TO REFLECT THE PROGRESS OF CONSTRUCTION ACTIVITIES AND GENERAL CHANGES TO THE PROJECT SITE. UPDATES SHALL BE MADE DAILY TO TRACK PROGRESS WHEN ANY OF THE FOLLOWING ACTIVITIES OCCUR: BMP INSTALLATION, MODIFICATION OR REMOVAL, CONSTRUCTION ACTIVITIES (E.G., PAVING, STORM SEWER INSTALLATION, FOOTING INSTALLATION, ETC.), CLEARING, GRUBBING OR GRADING, OR TEMPORARY OR PERMANENT STABILIZATION.

THE CONTRACTOR MAY MODIFY OR ADD ADDITIONAL BMPs, WITHOUT ENGINEER APPROVAL, IN AN EMERGENCY SITUATION TO PREVENT SEDIMENT DISCHARGE OR PROTECT WATER QUALITY; HOWEVER, GC MUST NOTIFY THE ENGINEER AS SOON AS PRACTICAL AS TO THEIR ACTIONS TO DISCUSS THE NEED FOR ADDITIONAL OR SUPPLEMENTAL MEASURES AND TO OBTAIN THE

PROPERTY SUMMARY

TOTAL PROPERTY AREA	10.72 AC
EXISTING IMPERVIOUS AREA	0.00 AC

811



SILT FENCE
ROCK CONSTR
INLET PROTEC
SWALE
EROSION
CHECK

14



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 16, 2023					
Item Name:		Staff Update Memo					
Originating Department:		Public Services					
Presented by:		Craig Eldred					
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>							
<u>Attachments:</u> 1. March_Park_Board_Update (1).doc							
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			



PUBLIC SERVICES DEPARTMENT MEMO

To: Park Board Members & Shane Fineran, City Administrator

From: Craig Eldred, Public Services Director

Date: March 16th, 2023

RE: Park Department Updates

CC: Randy Sorensen, City Council liaison

Below are recent updates and activities from the Parks Department since our February 16th, 2023 meeting:

- Staff have been actively engaged in winter operations and supporting the Street Department to clear sidewalk, trails and boulevards of snow for additional storage.
- Request for information gathering for equipment pricing in the current private park in the Sierra Development was shared with the Landscapes Structure Representative.
- Staff met with the Project Coordinator from Landscape Structures to inspect and send equipment and poles to paint for the Lakeview Terrace Playground installation. As a result, we have an additional \$600.00 in expenses for equipment replacement. Some of the items were tweaked upon removal.
- Lighting items have been ordered and some delivered for installation at Waterford Park. The intention is to install conduits and light bases before the site irrigation is repaired in early May.
- Movie and Music in the Park has been scheduled; Three movie programs and nine music events have been programmed.
- Community Garden information will be distributed the week of April 10th with a tentative garden opening of May 13th. To date Marnie has received 10 phone calls regarding garden plots. Snowmelt and soil conditions will affect the opening date as usual.
- Several staff are programmed and will have by the time you receive this been attending, or completed training at the Shade Tree Course.

- At the time of preparing this memo, we have received eight applications for the Park Supervisor Position.
- We will be promoting April 20th, 2023 as our Arbor Day Event. As previously noted, we will be planting trees in Brook Peterson Park starting at 6:00 p.m. to 7:00 p.m. Notice and promotion of the event will be in the city newsletter and website and notice by City Council on April 2nd, 2023, as a dedication of Arbor Day.
- Staff received Council authorization to submit an application for trail grant funds for the Hwy 10 trail improvement project targeted for 2024 linking the trail systems of Sterling Hills Development with Waconia Parkway North as discussed previously.