



Park Board Meeting
Meeting Agenda
Meeting of January 21, 2016
6:30 PM City Hall
201 South Vine Street

Park Board Members (3-year terms)

Member:	Michael Werner (Chair)	2018
Member:	J. D. Ludford (Vice Chair)	2018
Member:	Scott Festin	2017
Member:	Nik Feist	2016
Member:	David Puhl	2016
Alternate:	Andrew Stifter	2017
Council Liaison:	Kent Bloudek	

6:30 PM	Call Meeting to Order
6:31 PM	Approval of Agenda and 9-17-15 Minutes
6:32 PM	Visitor Presentations, Petitions, Correspondence
6:35 PM	Nominate and Elect Chair and Vice-Chair Positions
6:45 PM	Craig Eldred – Maintenance Updates
7:15 PM	Hilk's Lake Park Playground Equipment
7:30 PM	Establish 2016 Meeting Schedule
7:35 PM	Park Board Updates
7:40 PM	Staff Updates
7:45 PM	Adjourn

Enclosures included for your information:

1. September 17, 2015 Minutes
2. 2015 Meeting Calendar
3. Proposed 2016 Meeting Calendar
4. Park Board Park Assignment List
5. Park Inspection Checklist

**CITY OF WACONIA
MINUTES OF SCHEDULED MEETING
PARKS AND RECREATION BOARD
Thursday, September 17, 2015**

Pursuant to due call and notice thereof, the Regular Meeting of the Waconia Parks and Recreation Board was called to order at 6:32 PM by Mike Werner.

I. CALLED MEETING TO ORDER

Park Board Members Present: Scott Festin, JD Ludford, David Puhl, and Mike Werner

Park Board Members Absent: Nik Feist

Staff Present: Craig Sinclair and Jan Mullen

Council Liaison: Kent Bloudek - Present

Visitors: None

II. ADOPT AGENDA AND MINUTES

Motion by JD Ludford, second by Scott Festin to approve the agenda and the August 20, 2015 meeting minutes. All present voted AYE. MOTION CARRIED.

III. VISITOR PRESENTATIONS, PETITIONS, CORRESPONDENCE

None

IV. PUBLIC SERVICES PARK ITEMS

Public Services Director Craig Eldred was not able to attend the meeting.

V. PARK TOUR WEBSITE PAGE

Initially, David Wabbe was going to present this item, but he is unable to attend the meeting tonight due to Ice Arena rentals.

The City's Park Tour part of its website has been in need of updating for quite a while. When the City recently upgraded its website, the outdated version was removed. Staff has since updated the Park Tour section of the website to a new look for the page with the help of Jody Lechner, our IT Technician, and Allison Campbell, the GIS Specialist with Carver County. We have Allison part time at the city to help with projects such as this. Allison found a template to use for the Waconia Parks Tour page. Craig decided it is a good time to show you how it works and get feedback from the board before it goes out live.

Some of the items Craig noted:

- All of the parks are listed on the left side of the screen. The park display can also be broken down into our four community parks or the 18 neighborhood parks.
- You can zoom in on a particular area of the city and the list on the left reflects only those parks that show up in the area that you zoom into.
- You can click on a park and look at details of the park. This gives you descriptions such as size of the park, address, hours, and park amenities such as benches, t-ball fields, restrooms, playground equipment, etc. You can also get directions to the park from a link to Google Maps. This allows you to zoom in close enough where you are actually looking at an aerial photo of the park. It shows you the park boundary and also icons which show baseball/softball field and play equipment. Allison stated she will do a little more work in this area to expand upon those options.
- You can go to the city park portion of the website for other park related information such as the program guide, staff directory, etc., by clicking the “website” link within the details. You can also click on the Waconia logo it will bring you to the City’s home page.

In one of the next online program guides, we will have a link from the park matrix to the park tours portion of the website.

Comments from the Park Board:**JD Ludford**

- JD Ludford stated he would like to see Carver County parks on the website. Craig stated that is something they have talked about. He stated they wanted to get City parks out there first, then Carver County parks and then also school amenities. Those items would be added as another tab.
- JD stated he would also like to see the trail map on the website. Craig stated they are hoping to have the trail map updated and ready to go before the end of the year.
- JD stated some people have told him that their goal in the summer was to take their kids to every park in town. If you can find a route by trail on the website that takes you $\frac{3}{4}$ of the way to the park it would be great. Craig stated as things are developing we are getting closer to getting everything linked by trails.

Mike Werner

Mike Werner asked where the parks tour will show up on the city website. He feels that easy access from the city website is very important. There was discussion on where and how to access parks tour. He thinks it is very impressive to see the number of parks in the city. He would also like to see the trail system tied into it. He feels people from other communities will be looking at the park tours area of the website, too. The trail map that will be on the website will show all of the future trails, too. Craig will have to have the engineer remove some layers of the existing map and maybe it can still be on the website. They will have to come up with a tab to link to surrounding parks such as Three Rivers Park and the Knights of Columbus Park.

David Puhl

David Puhl stated he thinks the icons showing baseball play area, swings, etc. are great. He feels a tab showing trails would be really good.

Craig also stated in the email from Allison he wasn’t sure what she meant by one of her comments. She stated she would like to make the amenities and facilities icons identifiable and include a photo of each. It could possibly mean she will have a key somewhere or maybe she means that icons would be on the left and if you click on the icon it would pull up all of the parks that have that amenity. That would be a nice feature.

Craig stated we will probably go live late October/early November. We will go before the City Council for a demonstration before it goes live. We can add additional tabs and the trail map (if it is possible) will have to wait until the trail plan is approved later on this year after it is live. There was discussion on parking at Cedar Point Park.

VI. PARK BOARD UPDATES

Scott Festin

Scott stated Bent Creek looks like it is progressing. They are having trouble with the rain and getting some work done. The equipment should be coming out and Kids Around the World will pick up the old equipment next week.

ID Ludford

One thing he thought about after the last meeting is a lot of the people were on the stance that their dues are going towards the Iron Forest and they feel that if they don't use the Iron Forest so therefore the people that use the Iron Forest and not the fitness classes should have some of their dues go towards fitness classes as if they were thinking that none of their dues goes towards the fitness classes now; that is where my disconnect comes. I didn't see their point of view until I started thinking about it and realized they were thinking about it in what I interpret would be the right way. I suggest for next year if you could take the amount of your dues and membership fees and divide it up between the Iron Forest, fitness instruction, aquatics, etc. so people get an idea of how much of the membership fee goes towards paying fitness staff. That would be useful information to help get these people to understand that this isn't just an attack on them. They are already getting support from all members for the fitness classes.

People stated it would be cheaper to go elsewhere. David and Craig have put together information regarding prices of fitness facilities around here. Craig stated after looking at that information he feels we are a deal. Some of the other providers cost more and are not offering the number of different types of classes as often as we are.

Mike Werner

The Spokes trailer has been removed from Cedar Point Park. Have you gotten any feedback from them? Craig stated the feedback he has received from the Spokes people is that they are very happy with the way things turned out. He stated he still needs to get together with them and discuss how things went. He stated Christian Gilbert is very busy right now with cross country. It is a three year agreement with them.

Canoe/Kayak Racks - Are those through Spokes or are they private? Craig stated about half are rentals and half are through Spokes - about half of the spaces were used this year. How do we publicize the availability of the racks at Cedar Point Park? Craig stated we will advertise it in the program guide.

Underpass on Highway 5 - How does that hook up with existing trails? Is there a trail on the south side? There is a trail on the south side and they are expanding those trails. The underpass is under Highway 5. When done you can see trail coming up and it ties into the other trail. There is also going to be a trail along Oak that will tie into it. They are still doing the grade work on that. If you live west of Oak and south of Highway 5 and you are walking your bike, how do you access the underpass? You cross Oak at the light and then from there you can go directly down to the trail.

People are surprised at where the underpass is. Grade-wise the underpass won't work at the intersection of Highway 5 and Oak. The big picture is this is trail system from one side of Highway 5 to another. Mike stated he does not think that is what other people think. People are thinking this is for schools.

There was discussion on the safety of the intersection. At some point we need to educate the public on safe options. Mike stated he does not bike south of Highway 5 because it is difficult to cross. If you look at the concentration of kids that will be at the high school and middle school, it is unfortunate it is set up the way it is. There is no easy access for walkers and bikers. Craig stated the intention of the underpass was not just for the school; it was for trails. If we were looking at solely serving the schools and had the money, an overpass would have been done.

VII. STAFF UPDATES

Craig Sinclair

The Park Board received a handout which David, Missy, and Michelle put together which contained programming information.

Craig stated David's rental tonight is a team from Norway playing at the ice arena.

Craig stated the Park Board meeting scheduled for October 8 may be trail cleanup.

Motion by JD Ludford, second by Scott Festin to adjourn the meeting at 7:15 PM. All present voted AYE. MOTION CARRIED.

Respectfully submitted,

Jan Mullen
Parks and Recreation Office Assistant

Waconia Park Board Agenda Item
Meeting of January 21, 2016

Subject:	Nominate and Elect Chair and Vice Chair Positions
Park Board Related Goal:	
Park Board Related Objective:	
Brief Description:	Park Board members will nominate and elect individuals for the Chair and Vice Chair positions.
Background:	The election of the Chair and Vice Chair positions are considered annually. The term begins January 1 and ends December 31 of each year. These positions are currently held by Michael Werner and J.D. Ludford.
Discussion Points:	<ul style="list-style-type: none"> • Which members are interested in filling the positions?
Recommended Park Board Action:	<ul style="list-style-type: none"> • Nominate and elect Chair and Vice Chair for 2016.
Attachments:	<ul style="list-style-type: none"> • None

Waconia Park Board Agenda Item
Meeting of January 21, 2016

Subject:	Craig Eldred – Park Maintenance Updates
Park Board Related Goal:	
Park Board Related Objective:	
Brief Description:	<ul style="list-style-type: none"> • Craig Eldred, Public Services Director will provide an overview of upcoming park and trail maintenance projects. He will also be available to answer other Public Service related questions
Background:	<ul style="list-style-type: none"> • This will be Craig’s second annual report.
Discussion Points:	<ul style="list-style-type: none"> •
Recommended Park Board Action:	<ul style="list-style-type: none"> • Informational Only
Attachments:	<ul style="list-style-type: none"> • None

Waconia Park Board Agenda Item
Meeting of January 21, 2016

Subject:	Hilk's Lake Park Play Equipment
Park Board Related Goal:	
Park Board Related Objective:	
Brief Description:	<p>The Hilk's Lake Park play equipment is scheduled to be replaced in 2016. The Board will discuss;</p> <ul style="list-style-type: none"> • Desired types, styles, pieces of play equipment • How it would like vendor proposals presented. • If it is interested in donating the existing equipment • Neighborhood involvement
Background:	<p>\$85,000 is currently proposed in the 2016-2025 CIP Budget for replacement and improvements in and around the Hilk's Lake play equipment area. Of this amount, \$40,000 will be available for play equipment, installation and resilient material. The remainder will go toward an ADA compliant connection, concrete border around play equipment area, and benches, tables, trees.</p>
Discussion Points:	<ul style="list-style-type: none"> • How would Park Board like presentations from providers • Is the Park Board interested in donating the existing equipment to the Kids Around the World program? • How would Park Board like to include the neighborhood? <ul style="list-style-type: none"> • Choosing equipment • Installation of equipment
Recommended Park Board Action:	<ul style="list-style-type: none"> • Provide direction to staff to continue process.
Attachments:	<ul style="list-style-type: none"> •

Waconia Park Board Agenda Item
Meeting of January 21, 2016

Subject:	Establish 2016 Meeting Schedule
Park Board Related Goal:	
Park Board Related Objective:	
Brief Description:	With the upcoming new year it is time to consider the current schedule and modify if necessary. A proposed schedule is attached for consideration.
Background:	Park Board meetings are typically held the third Thursday of each month at 6:30 PM, with the April meeting being held in a park for a tree planting ceremony, followed by a trail cleaning on our adopted section of the Dakota Rail trail. The October meeting is usually held the second Thursday in October at 4:30 PM for our Fall trail cleaning, and to accommodate the MEA weekend.
Discussion Points:	<ul style="list-style-type: none"> • Does the proposed schedule work for everyone? • Are there holidays, school dates to consider? • Is there a need to changes days or times?
Recommended Park Board Action:	<ul style="list-style-type: none"> • Approve 2016 Park Board meeting calendar
Attachments:	<ul style="list-style-type: none"> • Proposed 2016 Meeting Calendar



2015 WACONIA PARK BOARD MEETING SCHEDULE

THE REGULAR MEETINGS OF THE PARK BOARD ARE TYPICALLY CONDUCTED ON THE THIRD THURSDAY OF EACH MONTH.

ALL MEETINGS, UNLESS OTHERWISE NOTED, BEGIN AT 6:30 PM IN THE CITY COUNCIL CHAMBERS OF THE WACONIA CITY HALL, 201 SOUTH VINE STREET, WACONIA, MN 55387.

THURSDAY, JANUARY 15, 2015

THURSDAY, FEBRUARY 19, 2015

THURSDAY, MARCH 19, 2015

THURSDAY, APRIL 16, 2015

(6:00pm start for Arbor Day tree planting at Interlaken Park and Adopt-a-Trail clean-up)

THURSDAY, MAY 21, 2015

THURSDAY, JUNE 18, 2015 - CANCELLED

THURSDAY, JULY 16, 2015

THURSDAY, AUGUST 20, 2015

THURSDAY, SEPTEMBER 17, 2015

**THURSDAY, OCTOBER 8, 2015
(1 week early due to MEA)**

THURSDAY, NOVEMBER 19, 2015

THURSDAY, DECEMBER 17, 2015



2016 WACONIA PARK BOARD MEETING SCHEDULE

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THURSDAY, JANUARY 21, 2016

THURSDAY, FEBRUARY 18, 2016

THURSDAY, MARCH 17, 2016

THURSDAY, APRIL 21, 2016

(6:00pm start for Arbor Day tree planting at Waterford Park and Adopt-a-Trail clean-up)

THURSDAY, MAY 19, 2016

THURSDAY, JUNE 16, 2016

THURSDAY, JULY 21, 2016

THURSDAY, AUGUST 18, 2016

THURSDAY, SEPTEMBER 15, 2016

**THURSDAY, OCTOBER 13, 2016
(1 week early due to MEA)**

THURSDAY, NOVEMBER 17, 2016

THURSDAY, DECEMBER 15, 2016

Community Parks	
Brook Peterson 1200 Oak Avenue	David Puhl
Cedar Point 130 North Cedar Street	Mike Werner
City Square 101 East Main Street	Andrew Stifter
Lion's Skate Park 1200 Oak Avenue	David Puhl
Neighborhood Parks	
Bent Creek 1401 Mockingbird Drive	Scott Festin
Clearwater Mills 300 15th Street East	David Puhl
Fountain Park 200 Second Street West	Andrew Stifter
Fox Run 1205 Highway 284	J. D. Ludford
Hilks Lake 1568 Woodlawn Circle	Mike Werner
Interlaken 1270 Interlaken Parkway North	Nik Feist
Lakeview Terrace 50 Lakeview Terrace	Andrew Stifter
Legacy Village 860 Vista Boulevard	Scott Festin
Oakpointe 1431 Sparrow Road	Andrew Stifter
Old Towne Park 1 First Street West	Andrew Stifter
Pheasant Ridge 1150 Burandt Boulevard	Nik Feist
Pinehill 1262 Pinehill Boulevard	Kent Bloudek
Sudheimer Park 1500 Barton Street	J. D. Ludford
Sugarbush 1255 Waconia Parkway North	Mike Werner
Vista Point 829 Vista Boulevard	Scott Festin
Waterford 1702 Ravencroft Road	J. D. Ludford
Wildhurst 1300 Highway 284	J. D. Ludford
Windmill Creek 1140 Windmill Creek South	Mike Werner

Park Inspection List for Park Board Members

Park Name _____

Items to Inspect

- 🌿 Park Sign/Signage
- 🌿 Trash Can
- 🌿 Benches
- 🌿 Picnic Tables
- 🌿 Play Structure
- 🌿 Play Structure Container
- 🌿 Resilient Material
- 🌿 Swing Chains/Connections
- 🌿 Swing Seats
- 🌿 Trees and Shrubs
- 🌿 Turf
- 🌿 Trails/Walkways
- 🌿 Lighting/Electrical
- 🌿 Shelters
- 🌿 Parking Areas
- 🌿 Fencing/Gates
- 🌿 Retaining Walls
- 🌿 Irrigation
- 🌿 Tennis Nets/Windscreen
- 🌿 Basketball Nets
- 🌿 Dock
- 🌿 General Appearance

Noted items can be emailed to csinclair@waconia.org to forward to maintenance employees.