



Park Board Meeting  
Meeting Agenda  
**Meeting of February 25, 2016**  
6:30 PM City Hall  
201 South Vine Street

Park Board Members (3-year terms)

Member:	Nik Feist (Chair)	2016
Member:	Scott Festin (Vice Chair)	2017
Member:	J. D. Ludford	2018
Member:	Michael Werner	2018
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 1-21-16 Minutes
6:32 PM	Visitor Presentations, Petitions, Correspondence
6:35 PM	Maintenance Updates - Craig Eldred
7:00 PM	Hilk's Lake Park Playground Equipment
7:20 PM	Park and Recreation Department Update - Susan Arntz
7:35 PM	Park Board Updates
7:40 PM	Staff Updates
7:45 PM	Adjourn

Enclosures included for your information:

1. January 21, 2016 Minutes
2. 2016 Meeting Calendar
3. Park Board Park Assignment List
4. Park Inspection Checklist

**CITY OF WACONIA  
MINUTES OF SCHEDULED MEETING  
PARKS AND RECREATION BOARD  
THURSDAY, JANUARY 21, 2016**

Pursuant to due call and notice thereof, the Regular Meeting of the Waconia Parks and Recreation Board was called to order at 6:30 PM by Chair Mike Werner.

**I. CALLED MEETING TO ORDER**

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

Park Board Members Absent: Andrew Stifter

Staff Present: Craig Sinclair, David Wabbe, and Jan Mullen

Council Liaison: Kent Bloudek-Absent

Visitors: None

**II. ADOPT AGENDA AND MINUTES**

Craig stated that Craig Eldred would be unable to attend the meeting. He asked if Staff Updates could be moved after the Nominate and Elect Chair and Vice-Chair Positions portion of the agenda. There were no objections so Staff Updates was moved to after Nominate and Elect Chair and Vice-Chair Positions topic.

J. D. Ludford also requested that a correction be made to his comments under:  
VI. Park Board Updates J. D. Ludford comments section of the September 17, 2015 Minutes.

The below sentence:

***That would be useful information to help get these people to understand that this isn't just an attack on them.***

Should be changed to:

***That would be useful information to help people to understand where their money is going.***

Motion by Scott Festin, second by David Puhl to approve the agenda and the September 17, 2015 meeting minutes with the above changes. All present voted AYE. MOTION CARRIED.

**III. VISITOR PRESENTATIONS, PETITIONS, CORRESPONDENCE**

None

**IV. NOMINATE AND ELECT CHAIR AND VICE CHAIR POSITIONS**

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 were held by Mike Werner and J. D. Ludford in 2015. Park Board members will nominate and elect individuals for the Chair and Vice Chair positions.

Mike Werner stated he feels the Chair position should be rotated. J. D. Ludford stated he is fine not taking either the Chair or Vice Chair positions and wondered if anyone else was interested.

Nik Feist was nominated for the Chair position by Scott Festin. Second by Dave Puhl. All present voted AYE. MOTION CARRIED.

Scott Festin was nominated for the Vice Chair position by J. D. Ludford. Second by Nik Feist. All present voted AYE. MOTION CARRIED.

## **V. STAFF UPDATES**

### **Craig Sinclair:**

Craig stated that in June of 2015 he requested to step down from his current FT position. With that request, his last day will be Friday, February 26. He will continue to work part time as an ice arena On Site Manager for the City through November 2017. The reason he will continue part time is in order to continue to earn PERA credits toward his pension. He can start drawing on his pension and be retired from the City on December 1, 2017.

When asked how he will be replaced, Craig stated it is pretty certain that a management company will oversee Safari Island and the Ice Arena. City employees would be let go by the City and then be rehired by the management company. There are a number of questions on who will oversee the Park Board. He stated David Wabbe or Craig Eldred may take over running the Park Board.

A final decision will be made by the end of February. If the management company proposal falls through it would take longer to find a replacement for Craig. It sounds like they would come in the first year and maintain the current operation; then they would determine what changes need to be made. To generate more revenue, the management company may start charging for fitness classes. Craig is hoping they will continue on with current staff. There is a gap between when Craig leaves and the management company comes in. He is unsure of what will happen during this interim period.

Mike Werner stated he is surprised there hasn't been more public information about this. He asked if the City Council questioned this and looked at it with a critical eye.

Craig asked if Park Board members would like the company to come in and talk to them. Can the City come and talk to the Park Board before the management company comes on board?

The management company would operate Safari Island and the Ice Arena and parks and trails would be separate. Craig Eldred has taken over more of the day to day items such as park and trail maintenance. Music in Park, Movies in the Park, etc. would still need to be addressed.

When asked about the rehiring of employees, Craig stated, the management company would be taking over the current budget so they would be paying employees the same salary for the first year. The Board asked where the company currently operates facilities and it was noted that Romulus, Michigan is the closest community center that they operate.

J. D. Ludford asked Craig if he knows if they will come to the Park Board regarding Safari Island issues, etc. Craig was unsure at this time.

David Puhl asked if there have been discussions with the school. Craig stated that the school is aware of the possibility and the management company has been given a copy of the shared use agreements.

### **David Wabbe:**

- In November, David was contacted by a young man who wanted to propose to his girlfriend at the ice arena; this was where they had their first date. On December 24, he rented the ice and had friends and family present and he proposed to her. She said yes.
- They held the Waconia Hockey Association tournament for Squirt boys. Players came from all over the state. David felt it was a success. He stated they are interested in putting on another tournament next year. Five teams stayed overnight in Waconia.
- Registration is underway for the Indoor Broomball League. This is the second offering of the league. The first offering was in spring 2014. The ice was taken out last year.

- David stated this past weekend was the busiest open skate sessions they have ever had. There were 275 youth and 84 adults who paid admission to open skates over the weekend. They made over \$1,182.00 over the entire weekend. He stated they typically bring in \$600.00 between Saturday and Sunday. He stated on Friday night it was almost too many people. He there was a line-up out the door. They also ran out of a few skate rentals. He stated they are going to continue to purchase more of the popular sizes of ice skates.
- There are 95 boys and girls registered for winter skate lessons.
- David has five of the Music in the Park bands confirmed for this summer.
- Registration for the Men's summer softball league begins next week.
- Log rolling classes will be offered at Lake Waconia Regional Park this summer. This will be a one-time class and participants do not have to pay for parking.
- Fitness: Missy Goff is coordinating a Biggest Loser challenge this winter. This year it is a community challenge with teams of four. She has 15 teams in place. They have weekly team workouts and weigh-ins. The team in first place this week lost 3.73% of total body fat. There are 60 participants this year of which 22 are non-members who are talking about getting Safari Island memberships.
- Aquatics: Michelle Brassington has swim lessons beginning next week. There are 241 youth registered at this time.
- Safari Island is providing a Presidents' Day Co-Ed Recreational Round Robin for Pickleball players. They came to us looking for a site. We can set up 8 courts for this event.
- David was asked why so many people came for open skate last weekend. He felt it was due to the cold weather and the three day weekend. There was also a Girl Scout group which brought around 20 people.
- Craig stated the baseball grandstand project is moving forward. Craig Eldred will have updates. Craig stated he understands financing was holding the project up. At this time it looks like they have someone to contribute and partner significantly.
- Outdoor skate area by WHA has not been put up.
- There are outdoor skate sheets at Interlaken Park and at the Ice Arena.
- Park crew would like to flood a skate area at City Square Park.

## **VI. HILKS LAKE PARK PLAY EQUIPMENT**

The Hilk's Lake Park play equipment is scheduled to be replaced in 2016. Craig stated \$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.

Craig stated we may want to change how we handle playground equipment this year since we do not know who will be responsible for this. We may want to have the Park Board design the park and then invite the neighborhood to come in and make comments.

**Timeline for Park:**

Start in January.

By February-April/May we have decided on who to go with and tell the supplier that installation would be finalized earlier and come in June and July. This will be included in the larger infrastructure project.

Craig and David Wabbe will sit down and get information out to vendors.

Craig and David Wabbe will start the process of pursuing vendors and will find out who is interested in turning in proposals. They will invite them to provide 2-3 proposals and will try to have the deadline be before the February Park Board meeting. At the February Park Board meeting the board will be able to decide which proposal they like.

There was a motion to have Craig Sinclair and David Wabbe pursue proposals from the vendors. All present voted AYE. MOTION CARRIED.

Mike Werner commented that there was a stand-alone digger at Hilks Lake Park that was donated to the park in memory of someone. He stated it would be nice to have it still be in memory of the person.

**VII. ESTABLISH 2016 MEETING SCHEDULE**

Craig asked if everyone is okay with continuing to meet the third Thursday of the month at 6:30 PM. He stated they may need to have a special meeting (earlier) in April to address the Hilks Lake Park playground equipment. They will determine in March if they need to have another meeting in April. Motion by J. D. Ludford, second by David Puhl to change the December meeting to Thursday, December 8, 2016 and to adopt the meeting schedule as proposed knowing we may have to change it in the future. All present voted AYE. MOTION CARRIED.

**VIII. PARK BOARD UPDATES**

J.D. Ludford attended the Carver County Parks presentation and gave an update. The Carver County Park presentation meeting was very interesting. They had all of the options laid out. They let people give their opinions. There were strong opinions about what should be done to the ballroom building.

**Coney Island:**

They would like to put in docks, clean out the beach, and clear out an area for picnics. They would like to add permanent structures for overnight rental like state park cabins. They talked about building a tower with an observation deck where the original hotel sat. They would like to put in signs and historical markers. They would like to have an interpretative center for photos. They would like to have concessions.

**Existing Park:**

- Leave it where it is. The DNR wants to put in a boat launch west of the swimming area. Parking would be an issue. They would also like to put in a boardwalk that parallels the beach line.
- Improve sledding area.
- Replace ballroom or put money into it. There are funds available from the Met Council to make it an event center for weddings.
- Use lake. Concessions. Rentals like paddleboard, kayak, jet skis.
- Hard surfacing of the trail and connect it to the trail on the north side of the lake.

Motion by David Puhl, second by Scott Festin to adjourn the meeting at 7:50 PM. All present voted AYE. MOTION CARRIED.

Respectfully submitted,

Jan Mullen  
Parks and Recreation Office Assistant

Waconia Park Board Agenda Item  
Meeting of February 18, 2016

<b>Subject:</b>	Park Maintenance Updates - Craig Eldred
<b>Park Board Related Goal:</b>	
<b>Park Board Related Objective:</b>	
<b>Brief Description:</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<b>Background:</b>	<ul style="list-style-type: none"> <li>• This will be Craig's second annual report.</li> </ul>
<b>Discussion Points:</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Recommended Park Board Action:</b>	<ul style="list-style-type: none"> <li>• Informational Only</li> </ul>
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>

Waconia Park Board Agenda Item  
Meeting of February 18, 2016

<b>Subject:</b>	Hilk's Lake Park Play Equipment
<b>Park Board Related Goal:</b>	
<b>Park Board Related Objective:</b>	
<b>Brief Description:</b>	Play equipment proposals have been requested from 4 vendors and will be available for review. The Board will provide recommendations and direction to staff to follow up with one vendor to determine a final design.
<b>Background:</b>	<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> <p>At its January 21, 2016 meeting the Board directed staff to contact vendors to provide proposals to review during its February 18, 2016 meeting.</p>
<b>Discussion Points:</b>	<ul style="list-style-type: none"> <li>• Which proposal(s) is the Board interested in pursuing and with what if any changes?</li> <li>• Is the Park Board interested in donating the existing equipment to the Kids Around the World program?</li> <li>• Would the Park Board like to include the neighborhood in the installation of equipment?</li> </ul>
<b>Recommended Park Board Action:</b>	<ul style="list-style-type: none"> <li>• Evaluate proposals and make recommendations to staff</li> </ul>
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>• Letter to vendors</li> </ul>

Dear Play Equipment Provider,

The City of Waconia is seeking proposals for play equipment at Hilk's Lake Park, 1568 Woodlawn Cir. Waconia MN 55387. After Park Board and public review of the proposals, the Park Board will determine which vendor to finalize plans with. Up to (2) proposals can be dropped off or sent to;

City of Waconia  
Attn: David Wabbe  
201 South Vine Street  
Waconia, MN 55387

All submissions must be received by 4pm Tuesday February 16, 2016.

Items to note when submitting proposal(s)

- The total cost of the proposal(s) shall not exceed \$40,000.
- Proposal(s) must be in a format easily reviewed by the Park Board and public.
- The Park Board wishes to see these items included within proposal;
  - (1) structure designed for 5-12 yr olds using the GameTime system
  - (1) structure designed for 2-5 yr olds
  - Balancing type activities
  - Multi-level structure, the HIGHER the better
  - Musical component(s)
  - Activity panels
  - Fake rock, independent or as access point
  - Teeter totter
  - Side by side slides
  - Overhead activities
  - Rocking animal
  - Shade
- The Board prefers more traditional style equipment but provider may include some non-traditional amenities or styles.
- The provider can determine play container shape with up to 300 linear feet being utilized.
- Space must be allowed within the container for the reuse of a (1) bay with (2) swings swing set, and one digger, to be installed by others. Plan will include designation of their placement.
- The City of Waconia will arrange for the installation of the play container including drain tile through another contractor.
- The installation of equipment will be done through the provider at a yet to be determined date during the summer of 2016, and will be included within the proposal(s) price.
- Within the proposed price, the equipment provider will also include the price of providing and installing underlying fabric and compliant wood fiber resilient material.
- Provide proof of participation in a program where the product has been accepted and is considered pre-bid for 2016.

The Park Board wishes to see your best proposals including the most amenities you can offer within the price, available area and equipment style parameters they have requested.

Thank you for your proposal(s)

Waconia Park Board Agenda Item  
Meeting of February 18, 2016

<b>Subject:</b>	Park and Recreation Department Update – Susan Arntz
<b>Park Board Related Goal:</b>	
<b>Park Board Related Objective:</b>	
<b>Brief Description:</b>	Susan Arntz, City Administrator will provide an update on upcoming changes within the Park and Recreation Department
<b>Background:</b>	In June of 2015 Craig Sinclair, Park and Recreation Director requested to step down from his full-time position and continue working in a part-time capacity at the City’s Ice Arena until his retirement, November 30, 2017. This staffing change has provided an opportunity to reevaluate the management of the department and its facilities.
<b>Discussion Points:</b>	•
<b>Recommended Park Board Action:</b>	• Informational only
<b>Attachments:</b>	• None



## **2016 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 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 8, 2016**

<b>Community Parks</b>	
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
<b>Neighborhood Parks</b>	
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	Scott Festin

# 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](mailto:csinclair@waconia.org) to forward to maintenance employees.