



## CARVER COUNTY PARKS

11360 Highway 212 West, Suite #2  
Cologne, MN 55322  
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[www.co.carver.mn.us/parks](http://www.co.carver.mn.us/parks)

Division of Public Works

11360 Hwy. 212 West, Suite #1  
Cologne, MN 55322  
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### **Park Commission Meeting**

**Wednesday, July 13, 2016**

**6:30p.m.**

**Public Works Building, Meeting Room 1**

**10775 Hwy 212**  
**Cologne, MN 55322**

#### **Regular Meeting Agenda**

- 1) Call Meeting to Order, Roll Call (6:30 p.m.)
- 2) Approval of the June 8, 2016 Regular Meeting Minutes (6:31 p.m.)
- 3) Additions or Deletions to the Agenda (6:32 p.m.)
- 1) Approval of Agenda (6:33 p.m.)
- 2) Commissioner Liaison Report (6:34 p.m.)
- 3) Open to the Public (6:40 p.m.)
- 4) New Business (6:45 p.m.)
  - a. ParkSide Church Request for Utility Easement
  - b. Carver County Veterans Memorial Registry Request for Site Plan Approval
  - c. Island View Golf Course Presentation on Lake Waconia Regional Trail Alignment
  - d. Proposed 2016 Capital Improvement Budget
- 5) Old Business (7:45 p.m.)
  - a. Proposed Operations and Maintenance Budget
- 6) Staff Reports (8:00 p.m.)
  - a. Five Year Outline for Small Capital Projects
  - b. Five Year Planning Outline
  - c. Legislative Update & 2017 Legislative Talking Points
  - d. Lake Waconia Regional Park Master Planning Work
  - e. Events and Recreation Programs
  - f. MN River Bluffs Regional Trail
  - g. Southwest Regional Trail Connection Master Plan Amendment
- 7) Commission Member Reports (8:40 p.m.)
- 8) Set Next Tour/Meeting Date (8:45p.m.) – Proposed Date August 10, 2016
- 9) Adjourn Meeting (8:50 p.m.)

**Please note if a Commission Member cannot attend the meeting, please call the Park Office at 466 – 5250.**

# Draft Meeting Minutes June 8, 2016

- Members Present:** Carroll Aasen, Jim Boettcher, Jim Manders, Gerald Bruner, Curt Kobilarcsik, Mark Lagergren
- Staff Present:** Marty Walsh, Connie Keller, Sam Pertz
- Pre-meeting Agenda** Scott Jensen – Candidate for Senate District 47 (6:30p.m.)  
Mr. Jensen gave short presentation to Park Commission Members, about himself and background and his thoughts on his goals for his running for a Senate seat in November and how he would like to be a voice for the parks. He asked the Park Commission to put together five bullet points on what they would like to see for the parks.
- Tour of Lake Minnewashta Regional Park (7:00p.m.)**  
Park Commission and Staff toured the old caretaker house, older house that is used for storage, the playground area, and old boat landing #2, beach area and new day use area. Staff shared with Park Commission things that they would like to see repurposed and things that need to be repaired or removed.
- Call to Order:** Manders, called the meeting to order at **(8:16p.m.)**
- Approval of Minutes:** **(8:16p.m.)**  
Aasen motioned to approve the minutes of the May 11, 2016 regular meeting minutes. Bruner seconded the motion.  
Motion passed 6 to 0
- Additions/Deletions to the Agenda:** **(8:17p.m.)**  
None
- Approval of Agenda:** **(8:17p.m.)**  
Boettcher motioned to approve meeting agenda.  
Aasen seconded the motion.  
Motion passed 6 to 0.
- Commissioner Liaison Report:** **(8:17p.m.)**  
Not Present
- Open to the Public:** **(8:17p.m.)**  
None Present
- New Business** **(8:17p.m.)**

**A. July 4<sup>th</sup> Fireworks at Lake Minnewashta & Lake Waconia Regional Parks**

Ms. Sites from the Waconia Chamber of Commerce attended the meeting to request that the Park Commission waive the permit fee for their group to have Fireworks at Lake Waconia Regional Park.

Staff reviewed the request and background for fireworks at Lake Minnewashta Regional Park and Lake Waconia Regional Park. The Lake Minnewashta Regional park permit is being requested by the homeowners on Lake Minnewashta and the Lake Waconia Regional Park permit is being requested by Waconia Chamber of Commerce, Staff also stated that the parks have very large crowds on the 4<sup>th</sup> of July.

Staff stated that the Waconia Chamber is requesting a sponsorship to the parks for the firework display at Lake Waconia Park, Staff is not recommending sponsor ship or waive fees. The Parks Department has lots of groups asking for the special use permits, fees are applied per the County fee schedule which is a source of revenue and covers additional cost of cleanup.

Ms. Sites shared what the firework festival is which has been held on Lake Waconia over the past 40 years, she stated that the people who fire the fireworks volunteer their time. The Chamber is a 501c4 organization and relies on donations to fund the fireworks. All the donations go for the fireworks, which pays for the insurance policy and the fireworks. This is all donations and not city money or government money. She feels that this fee should be waived due to the number of people coming into the park and feels the fee could be used for more fireworks.

Staff explained the fee process and explained that the fee is the lowest tier on our schedule, which did go up slightly from last year. Staff stated that we stop staffing at the park at 6:30pm due to the numbers of people coming into the park for fireworks and it becomes unmanageable for staff.

Staff stated that we can break the two motions down by Lake Waconia Regional Park and Lake Minnewashta Park.

Manders presented to park commission on what they should recommend for County approval, discussion was had on what should the recommendation be.

**Lake Waconia Regional Park – Fireworks:**

Aasen motioned that we go with staff recommendation to collect the permit fee and if time allows for this year look into collection of donation request contingent on the approvals of the County Board and Chamber Board and that the Chamber be properly identified when collecting donations in the park and that they report back on what was collected and anything above the fee for permit parks would get 10%.

Discussion was had on the collection and the way to go about it in the parks or if there is other ways for collection.

Bruner second the motion

4 in favor, 2 opposed

Motion passed.

**Lake Minnewashta Regional Park – Fireworks:**

Aasen motions to accept staff recommendation for permit approval

Kobilarcsik seconds the motion

All in favor

Motion passed

**Questions or Comments:**

Aasen asked if we shut down the gate houses early, would it be permissible for the Chamber Members to take donations at the park; Staff stated would it be money that comes back to the County or for the fireworks? Staff stated that it would have to be authorized by County Board, Park Commission could make the recommendation to County Board but we are running out of time. Discussion was had on the collections of donations and proper way to go about it and if this is a onetime thing or a case by case bases.

No other Questions or Comments

**B. Draft Operations and Maintenance Budget**

Staff presented to Park Commission a draft summary of the 2017 budget and shared the 2016 budget. Staff stated that they have been directed to use same budget as in 2016 for 2017.

Staff also shared graphs which indicated 2015, 2016 & 2017 revenue generated from different sources, also shared are cost and what is covered under the following categories: contracted services, rental and service agreements, operating supplies, equipment supplies and site and ground improvements.

Staff has asked for increased staffing hours from the revenue increase.

Questions or Comments:

Bruner asked about the gasoline/diesel cost for 2016 compared to 2015; prices are slightly higher this year compared to 2015 and that it is a guess on what prices will be in 2017. He also asked if these fuel costs are associated with going back and forth from the Island; staff stated that at this point there is no operation budget for Coney Island.

Staff stated that there could be some cost in 2017, but that is not specified in this budget.

No other Questions or Comments

**Staff Reports** (9:01p.m.)

**A. Lake Waconia Regional Park Master Planning Work**

Staff stated that the first written draft has come back and staff has reviewed and sent back written comments back to consultant, they have corrected some of those items. Consultant has asked for additional information which staff will need to supply.

Plan will go to Planning Commission on June 21<sup>st</sup>, Park Commission will get to review on July 13<sup>th</sup> meeting then will go to County Board on July 19<sup>th</sup>, then onto Metropolitan Council August/September for approval likely in October.

Staff explained the use of the ballroom and that Lancer Catering is running the ballroom under a contract with the County which pays the County revenue from sales and that money is used for maintenance of the building. Staff shared with park commission that the Metropolitan Council stated that we can use building as we are now, but it would not be eligible for regional funds given the current limited public use. If we want to apply regional funds on the building, we will have to change the operation of the building with the County providing a different operation, offering greater public benefit.

Staff stated that we have started working with architect and they have come back with preliminary designs for the plaza area of the park, staff have reviewed and asked for changes will share with park commission when changes have been done.

Question or Comments:

Manders asked if we need to meet again to meet those time lines; Staff stated that all groups know it is coming.

Aasen asked about the cost of the development of Lake Waconia Park and Coney Island; Staff shared drafts of the initial cost of the Phase 1 Development plan for the park and the island, discussion ensued on the high cost of development and what things would be covered in the initial numbers.

No more questions or comments

**B. Legislative Update**

The bonding bill did not pass and that means the County does not get funding for reimbursement for previous land acquisitions for Waconia Regional Park.

***C. Events and Recreation Programs***

Staff shared that the summer programs are in full swing, the 3<sup>rd</sup> annual Bike Konnect will be happening on June 18<sup>th</sup> starting in Victoria and ending in Chaska at Firemen's Park. Looking for volunteers if anyone is interested.

***D. MN River Bluffs Regional Trail***

Staff shared pictures of the trail work with Park Commission and shared that the ribbon cutting will be held on June 21<sup>st</sup> at the Depot Park in Carver. Depot Park parking lot has not been paved yet, still working on drainage issues.

Staff stated that hydro mulching on the edge of trails and ramps will be worked on next week, project is about 80% done.

***E. Southwest Regional Trail Connection Master Plan Amendment***

Staff stated that the Master Plan Amendment for the Southwest Regional Trail Connection will be going to the City of Chanhassen for approval, then on to the County Board, and on to the Metropolitan Council for approval. Construction of the trail segment between County Road 61 and Bluff Creek Drive will be a 2017 project. SRF is the consultant engineer on this project; staff stated that the Seminary Fen Natural Area complicates this project slightly.

No other Questions and Comments

**Commission Member Reports: (9:15 p.m.)**

Aasen state it was busy at LMP on Memorial Day morning. There were lots of single vehicle cars in the boat stalls at the boat landing.

Manders stated that he like to see a prioritize list for the CIP items brought up at last month's meeting.

Bruner stated that he like to see Staff & Park Commission come up with the five bullet points that Mr. Jensen requested at the beginning of the meeting. Staff stated that they will try to come up with something by next month's meeting.

**Next Meeting Date: (9:17 p.m.)**

Next meeting will be on July 13, 2016 at 6:30p.m. Meeting will be held at the Public Works, Cologne.

**Adjourn Meeting: (9:20 p.m.)**

Lagergren motioned to adjourn the meeting

Boettcher seconded the motion.

Motion passed 6 to 0.



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## MEMO

**TO: Members of the Park Commission**

**FROM: Marty Walsh, Parks Director**

**SUBJECT: Park Side Church Request for a Utility Easement, Waconia Regional Park**

**DATE: July 5, 2016**

### Background

ParkSide Church is requesting a utility easement for sewer, water, and natural gas. The Church intends to expand their facility and make upgrades which necessitate going to municipal sewer and water services provided by the City of Waconia and a connection to Center Point Energy's natural gas line. Attached is a Letter from Pastor Randy Burg explaining the request for the easement, additional rationale to support the request, supplemental documentation from consulting engineer, and the 2014 initial request for a utility easement.

On October 20<sup>th</sup>, 2014 the City of Waconia and Laketown Township passed a resolution supporting the annexation of the church property into the City of Waconia which provided the foundation to allow for city services to be provided to the property.

ParkSide Church provided the Parks Department with a Feasibility Study conducted by Otto Associates dated July 14, 2014 which provided options for sewer and water connection alignments. Option 1 described an alignment for a gravity flow sewer connection to the nearest municipal service lines between lots 17 and 18 which are in a cul-de-sac at the end of Yellowstone Trail which abuts the west end of the park. This proposed alignment would require a 30 foot permanent easement be provided for the installation, ongoing maintenance and repair for the utilities and an additional 20 of temporary easement during construction. Additionally, it is proposed that the natural gas service line also run in the same easement area and is depicted 2-25-15 Utility Plan by Otto Associates.

The second Option was for an alignment which minimized easement area on park property needed for the utility easement. This option would require that the sanitary sewer line be a force main with lift pump due to a lower elevation of the church property at the rear lot line and the higher elevation of the sanitary sewer connection between lots 17 and 18. The report mentions that a force main system is less reliable as compared to gravity systems and the cost to construct is significantly more for this option.

Parkside Church in its initial request of September 2014 requested consideration for Option 1 stating in the request:

1. The option provides for the least amount of disruption to the current vegetation screening areas along park property border
2. Under the current LWRP master (2001) this segment of the property has no plans outlined for public usage.

3. This option is the least expensive (to construct) for the church in our efforts to raise the resources needed for its completion.
4. The City's request for the installation of fire hydrants as a part of connecting to City services will allow for closer access in case of fire in the LWRP.

Staff has reviewed the request for utility connections.

- Option 1 is the least disruption to the natural resources. Disturbance is to the 50 permanent and temporary easement area most of which has a grass/alfalfa vegetation. The alignment of Option 2 would remove more trees from the rear lot line of lot 18 as well as the common boundary of the park and church property.
- Both the current 2001 park master plan and the 2016 draft park master plan support a trail with a scenic overlook along with ecological preservation/restoration of natural resources in the area. While a specific land restoration plan has not been developed for this area of the park, restoration to a more forested or prairie condition are mentioned.
- Option 1 is the least expensive to construct.

Carver County desires to assist ParkSide Church with a request that the Metropolitan Council and LCCMR consent to a utility easement across park property at no additional expense to either the County or ParkSide Church. Justification for the request includes no other practical solution for connection to city services and natural gas but to cross park property. The parcel of property is uniquely situated such that it does not have access to utilities even though they are in close proximity in an adjacent development next to the Church property.

The church has a noncompliant septic system and a connection to city utilities resolves this issue. The Church is a non-profit organization and financial resources are quite limited.

**Recommendation:** It is requested that the Park Commission recommend to the County Board that ParkSide Church be granted a utility easement for sewer, water and natural gas as provided in Option 1 of the Feasibility Study Provided by Otto Associates dated July 14, 2014 and including the natural gas line as depicted on the 2-25-15 Utility Plan. Additionally, it is requested that the Park Commission recommend to the County Board a request to the Metropolitan Council and LCCMR, who have provided funding for the subject property, consent to the easement at no additional cost.



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July 5, 2016

Mr. Marty Walsh, Director  
Carver County Parks Commissioners  
Carver County Board of Commissioners  
11360 US-212  
Cologne, MN 55322

Dear Mr. Walsh & Commissioners,

Thank you for your partnership during these last months as we have thoughtfully and thoroughly prepared for this submittal. As you may be aware, ParkSide Church was recently annexed into the City of Waconia, triggering a 3-year window to connect to City Services. Multiple options have been evaluated and the option presented is the only feasible and cost-effective pathway through Carver County Park land.

The option requested, as engineered by Otto Associates is a gravity-fed solution across Lake Waconia Regional Park land allowing connection at the back of two residential lots in the Legacy Village neighborhood. This pathway is the least invasive to the neighbor's tree-line with a 30' easement width split between the two lots. It also crosses a remote portion of park land that is tentatively master-planned as undeveloped grassland.

As a non-profit church dependent on the gifts of our people, the cost of connection construction along with Met Council and City of Waconia hook-up fees are significant. It is therefore our request that this easement be granted by Carver County at no cost to ParkSide Church.

We look forward to a healthy, continuing partnership with Carver County Parks and Carver County.

Sincerely,

Rev. Randall S. Burg  
Pastor, Building Committee Chairman





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**From:** ParkSide Church  
c/o: Randy Burg, Michael Daug, and the ParkSide Building Committee

**To:** Carver County Parks Commission  
Carver County Board of Commissioners  
Legislative-Citizen Commission on Minnesota Resources  
Metropolitan Council

**Purpose:** To establish the history of ParkSide Church in accordance to the Waconia Regional Park and provide rationalization for an appropriate no cost 30 foot easement across the southwest edge of the park

**Date:** July 7, 2016

**Description of ParkSide Church:** ParkSide Church is a small Christian Missionary Alliance church located in Carver County MN on the east edge of Waconia, adjacent to the Waconia Regional Park. ParkSide Church has a weekly average attendance of 275 and a membership of 125. In addition to its Sunday services, ParkSide Church offers middle school and high school youth groups, Sunday school, Wednesday night youth and adult education programs, and has gladly opened its doors to programs such as Alcoholics Anonymous. Additionally, ParkSide Church has prioritized providing love and support to the local community as emphasized in its mission and vision statement. ParkSide Church is a nonprofit organization that relies solely on its congregation for financial support.

**The History of ParkSide Church:** The story of ParkSide Church begins during the summer of 1970 when we began worshipping in what is now the Waconia Post Office. We remained in this site until 1980 when we moved to Crown College for a period of 3 years. In 1982, we purchased our current site. This site provided an ideal location to make a significant impact in Carver County with its country setting and easy access to Highway 5. Over the next number of years, ParkSide Church made many improvements to its facilities in order to accommodate its growing congregation and reach out into the community and serve a variety of needs.

In 2006, ParkSide Church took a significant hit to its physical presence in the community when the relocation of Highway 5 was completed. It was on June 13, 2013 that the former Pauls property was purchased, expanding the Waconia Regional Park. The purchase of the Pauls property completed the process of land locking ParkSide Church with state and county land.

During the spring of 2012, ParkSide Church's septic system failed an inspection and has been deemed an environmental risk to the surrounding wetlands and parkland. On December 12, 2014 ParkSide Church was annexed into the city of Waconia granting access to city utilities. This annexation started a 3 year period of time in which we are obligated to connect to city utilities. Through careful exploration of its options, ParkSide Church has proposed a 30 foot easement through the southwest corner of the park in order meet its obligation to connect to the city utilities.



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#### **Explored Options:**

*Connect to city utilities by staying to the south of the Waconia Regional Park:* This option would require a 30 foot easement removing the majority of the trees separating the park and the local housing development. These trees would be replaced but will take many years to reach their current level of maturity. Additionally, a lift station will need to be installed, requiring power and the installation of a maintained road. The installation of a lift station will place an annual financial burden on the people of ParkSide Church. This option is not in the best interest of the local housing development, the Waconia Regional Park, or ParkSide Church.

*Install a gravity fed sewer line through the southwest portion of Waconia Regional Park:* This option is the least invasive for the local housing development as well as the park. All disruptions to the environment and local housing development are minimal and easily repaired. Within a short period of time, the only evidence of the easement will be 4 small cleanouts. A much smaller number of trees will need to be removed and replaced, and there will be no need for a permanent road and lift station.

#### **Rationalization for the Granting of a No Cost Easement:**

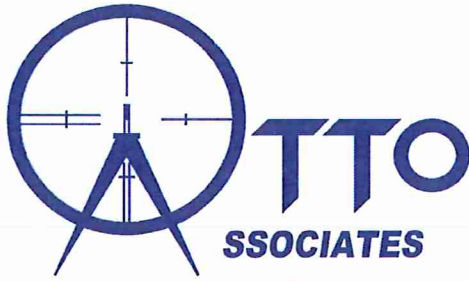
- Granting the easement will provide no changes to the current usage of the park and future plans for the park.
  - The requested space for the easement is not impacted by the master plan for the future development of the Waconia Regional Park.
  - There is an overlook trail that will run to the east of the easement, but shortly after connecting to city services, the impacted space will no longer be visible.
- ParkSide Church's current need for an easement is through no fault of their own.
  - In 1982, when the current site was purchased, the church was not landlocked by county and state land.
  - The annexation to the city has brought with it the requirement to connect to city services.
- ParkSide Church has been a good neighbor to the park.
  - ParkSide Church has been supportive of the park's future development and master plan.
    - This plan will impact the church's parking facility when it is inevitably used as overflow parking for the boat landing and during special events. This has already been evident during events such as the classic snowmobile show.
    - Accessibility to the church will be impacted once again when the entrance to the park is restructured.
- ParkSide Church is a non-profit organization.
  - The cost for the easement will come directly from the members of the congregation
  - If the easement is granted at a rate of \$100,000 (number given as a possible scenario but an appraisal will be completed), all 275 people attending on any given Sunday would need to donate \$363.64 to cover the cost of the easement. This does not include other construction fees.



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**ParkSide Church's Responsibility:**

- To take the vested interest of the park, community, and local neighbors in consideration when making all decisions in regards to the construction process and the temporary disturbance it will create.
- To be timely in the process and to return the environment to its original state as required by law.
- To perform all necessary maintenance to the underground utilities.
- To continue developing strong relationships with the park and local homeowners. This process has already begun through repeated communications with those involved including local homeowners and county representatives.



*Engineers & Land Surveyors, Inc.*

July 14, 2014

ParkSide Church  
c/o Doug Parkinson  
9560 Paradise Lane  
Waconia, MN 55387

RE: Feasibility Study  
ParkSide Church  
Otto Project No. 14-0153

Dear Mr. Parkinson:

As requested by you, on behalf of ParkSide Church, I have prepared a feasibility study of two options for extending City utilities to the church. I was later made aware of the City's desire to provide two fire hydrants on the property, on the north and south sides of the parking lot. Jake Saulsbury, City Engineer, indicated that the utilities would only need to be sized for the church and no other properties would be served by this extension.

**EXISTING CONDITIONS** (Refer to Existing Conditions Exhibit)

Currently, the existing sanitary sewer and watermain is located between Lots 17 and 18, Block 4, LEGACY VILLAGE OF WACONIA, located at the end of Yellowstone Trail. According to the City record plans, there is a 10 inch PVC sewer pipe that ends in a manhole approximately 10 feet from the north line of the plat of LEGACY VILLAGE AT WACONIA and an 8 inch DIP watermain with an 8 inch gate valve that also extends to approximately 10 feet from the north property line. The plat of LEGACY VILLAGE AT WACONIA shows there was a 20 foot wide drainage and utility easement platted along the north boundary.

To the north of said Lots 17 and 18, is an 18 acre parcel owned by Carver County. It is my understanding that it is designated as future park land. The church property is adjacent and east of this property. Bordering the church's south line is a large outlot owned by the City of Waconia and encumbered by ponds and wetland.

I was provided with limited information regarding the existing service sizes and flows from the church. A 4 inch sanitary sewer serves the building but the estimated flows were not provided at the time of this study. The water service size and flow was also not provided. These items will need to be confirmed with the final design.

The existing manhole has an invert elevation about 5 feet higher than the ground elevation in the southwest corner of the church property. ParkSide Church sits almost 40 feet higher than the land at the southern boundary. Therefore, extending sewer via gravity from the south cannot be accomplished unless the sewer is extended north through the County parcel.

The following two options were evaluated with this study:

**OPTION ONE** (Refer to Option One Exhibit)

Option One extends utilities to the north through the County parcel. This land is currently open field with the exception of a row of trees along the south. The alignment was chosen according to the topography such that the sanitary sewer could be extended by gravity. (Topographic information used is from the Carver County GIS website.)

Tree removal on the County property would be limited to the width of the utility corridor through the tree line (approximately 30 feet). Tree removal on the church property would be along the south end of the parking lot. (Approximately 0.2 acres in all.)

The backyards of Lots 17 and 18 would only be disturbed at the connection points and are within existing easement. I estimate that 40 square yards of lawn would be disturbed and restored with sod for this option.

The sewer line would include 4 inch cleanouts every 100 feet according to Minnesota state code.

The watermain extension would parallel the sewer, 10 feet to the west and north.

**OPTION TWO** (Refer to Option Two Exhibit)

Option Two extends utilities to the east along the backyard of Lot 18, into the City outlot and then north along the western side of the church property.

The existing sanitary elevation is higher than the ground elevation in the southwest corner of the church property; therefore, a pump station will be required with this option. A grinder pump would be located on the City outlot and a forcemain would be installed along the backyard of Lot 18 to connect to the existing manhole.

Due to the location of the existing utility stubs, and the fact that there is only a 20 foot easement on Lot 18, I am showing the watermain installed along the common property line of Lot 18 and the County parcel. Once the watermain reaches 10 feet beyond the County's east line, the alignment is shown to run parallel and 10 feet from the County's east line.

Trees along the southern 10 feet of the County property would be removed for this alignment option. Additionally, trees along the western 30 feet of the church property would be removed. (Approximately 0.5 acres in all.)

The backyard of Lot 17 would have very little disturbance but Lot 18 will be disturbed along the entire length of its north line (approximately 225 square yards of restoration).

**WATERMAIN**

I have made the assumption that the City will request an 8 inch watermain extension and that the church has an existing 2 inch water service. Both options presented in this study have the same quantity of watermain pipe length; therefore, if the size is changed, it will not play a factor in determining the best alignment. However, the alignment in Option Two will require additional tree removal and lawn restoration.

I am recommending the watermain be directional drilled under the existing parking lot to minimize pavement restoration. Installation of the 2 inch water service running from the 8 inch watermain to the existing well would be open cut.

### EASEMENTS

Option One would require obtaining a permanent 30 foot utility easement from Carver County. It is recommended that a temporary construction easement be obtained to gain an additional 10 feet on each side of the permanent easement to allow room for trench material and granular bedding stockpiling during installation.

Option Two would require obtaining a permanent 10 foot utility easement from Carver County. A temporary easement may not be feasible with this option due to the trees along the property.

It is not clear whether the services would be considered public or private. If they are private, the Church should discuss with the City whether the existing utility easements can be used or if a private easement must be obtained from the property owners.

### RECOMMENDATION

It is my recommendation to pursue Option One. In reviewing the construction costs (see attached estimates), Option One is approximately \$20,000.00 less than Option Two.

More importantly, Option One would eliminate the need for a pump station and forcemain. There are more maintenance concerns with a pressure system than gravity. It appears from the topographic information shown on the Carver County GIS website that access to the pump station from the church property for maintenance would be challenging topographically. The alternative of accessing off Yellowstone Trail between Lots 17 and 18 and along Lot 18's backyard would be disruptive and strongly opposed by the property owners. If the utilities along the north side of Lot 18 would be considered private, the church would be putting themselves in a tough position with the property owners. I assume the City of Waconia would want to avoid this as well.

Accessing the utilities along Option One's corridor works topographically and would likely be less disruptive in a public space. The cleanouts would be hardly noticeable in the park and less maintenance would be expected on a small gravity line. Finally, Option One would have less tree removal, which is a benefit to all the properties involved.

If you have any questions about this study, please feel free to contact me at 763-682-4727.

Sincerely,

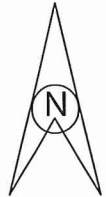
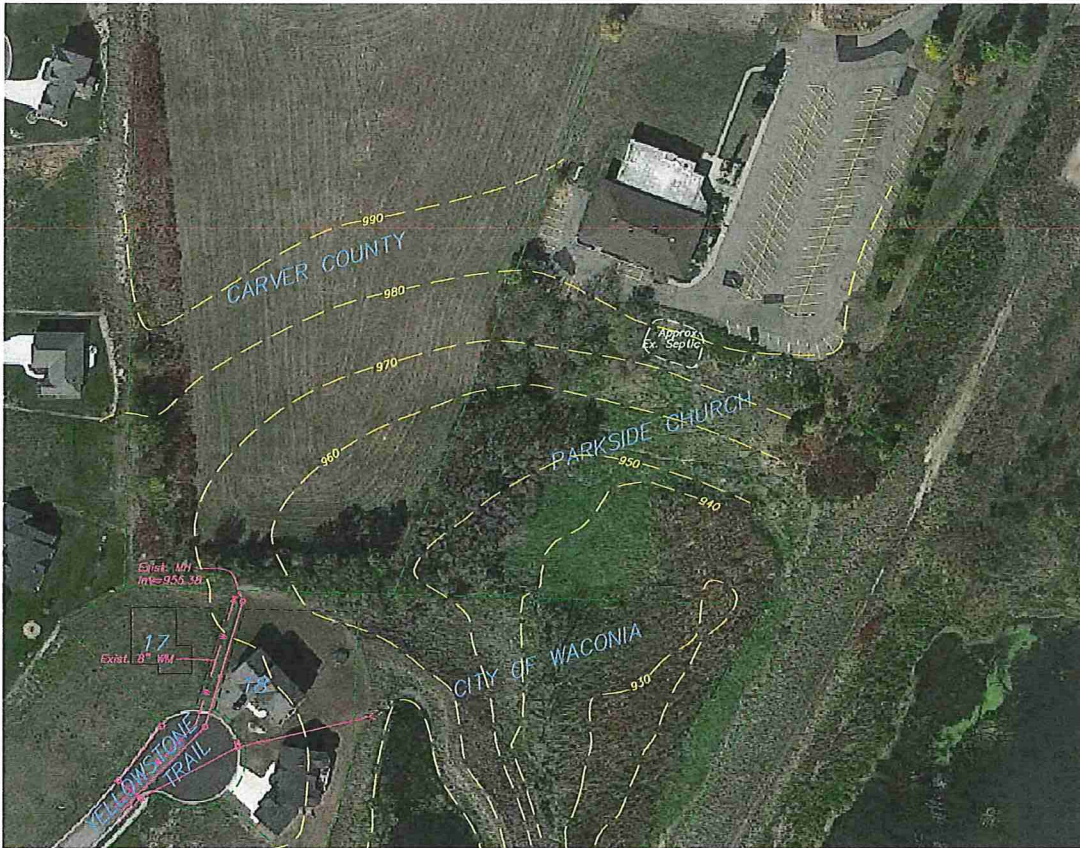
Otto Associates  
Engineers & Land Surveyors, Inc.



Cara Schwahn Otto, P.E.  
Senior Vice President

CSO:ch

Attachments: Existing Conditions Exhibit  
Option One Exhibit  
Option Two Exhibit  
Option One Cost Estimate  
Option Two Cost Estimate



NOTES:  
 1. GENERAL TOPOGRAPHIC INFORMATION IS SHOWN PER THE CARVER COUNTY GIS WEBSITE.  
 2. EXISTING UTILITY INFORMATION PER CITY RECORD PLANS.

REV.	DATE	BY	DESCRIPTION

DESIGNED: CSO  
 CHECKED: CSO

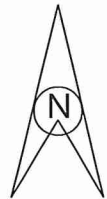
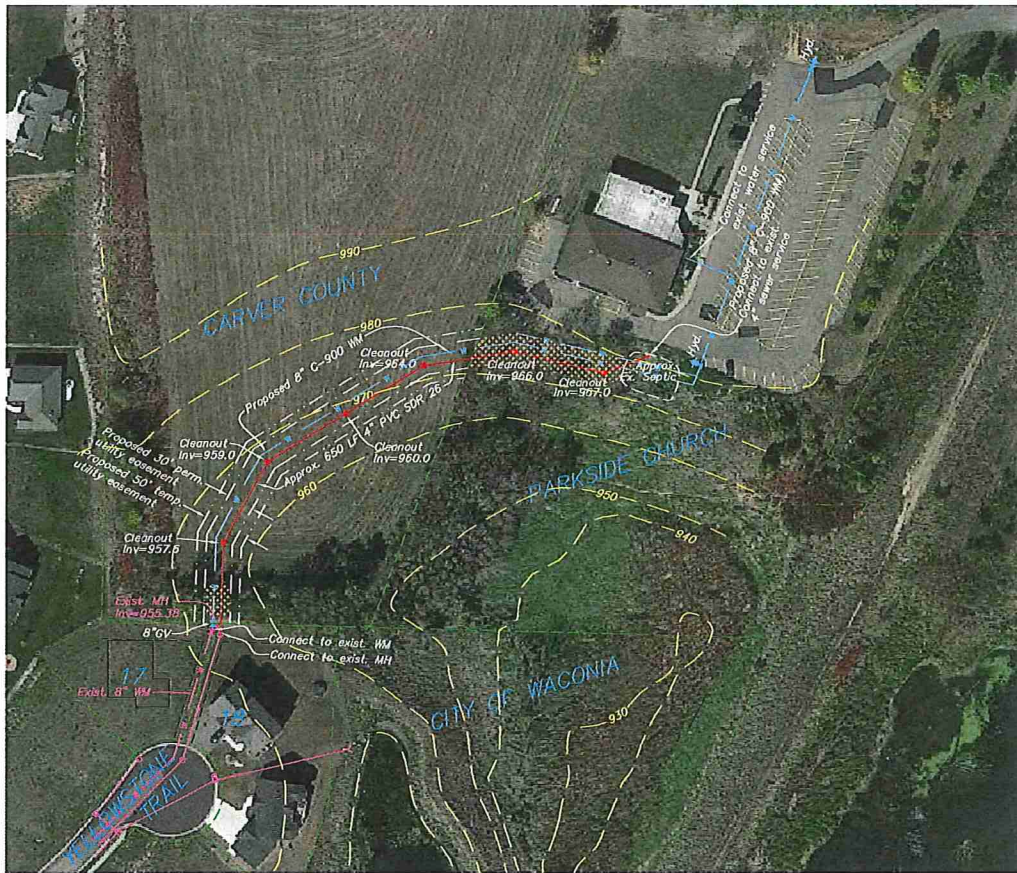
I hereby certify that the plans, specifications, or report were prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
**Chris Adams**  
 Civil Engineer  
 License # 44003 Date: 7-11-14

www.ottoengineers.com  
 81444 1/2 Valley Street  
 St. Paul, MN 55113  
 (612) 222-2527  
 Fax: (612) 222-2522  
 Precision & Landmarking Inc.


**PARKSIDE CHURCH**  
 WACONIA, MN

EXISTING CONDITIONS  
 SHEET NO. 1 OF 3 SHEETS

PROJECT NO. 14-0153  
 DATE 7/9/14



NOTES:  
 1. GENERAL TOPOGRAPHIC INFORMATION IS SHOWN PER THE CARVER COUNTY GIS WEBSITE.  
 2. EXISTING UTILITY INFORMATION PER CITY RECORD PLANS.

 DENOTES TREE REMOVAL

REV. NO.	DATE	BY	DESCRIPTION

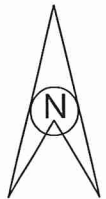
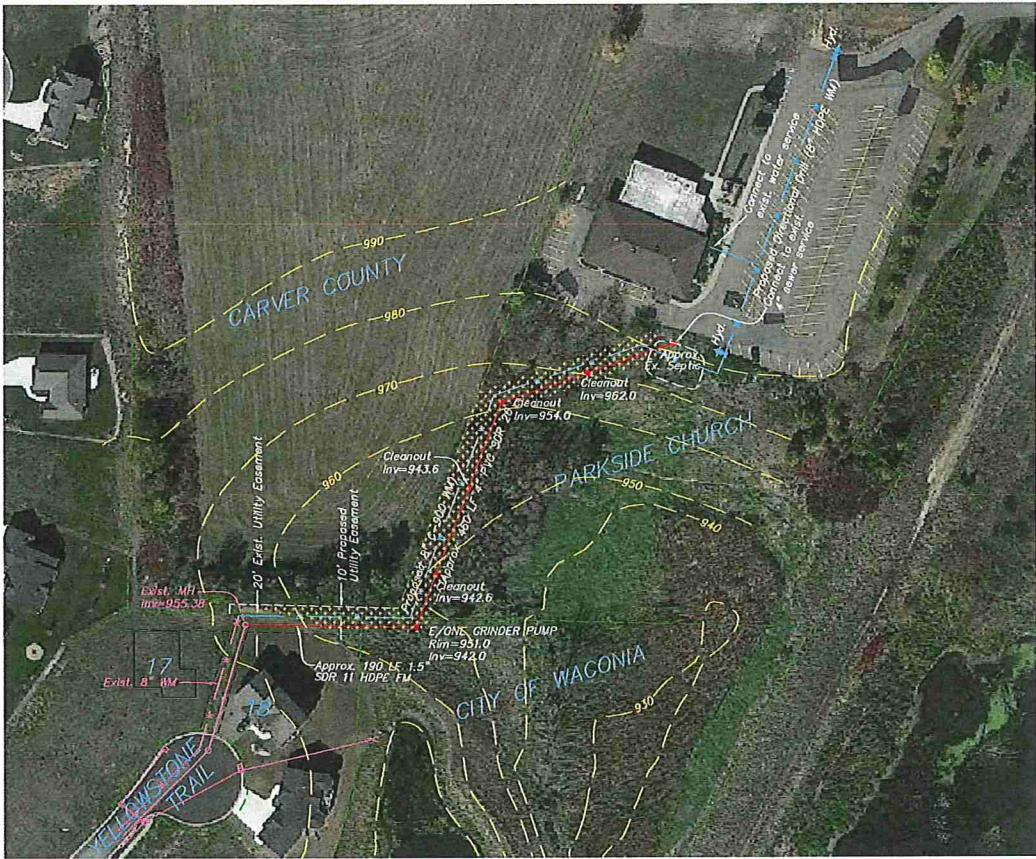
DESIGNED BY: **CSO CSO**  
 CHECKED BY: **CSO CSO**  
 I hereby certify that the plan, specification or report was prepared by me or under my direct supervision and that I am a Licensed Professional Engineer under the laws of the State of Minnesota.  
**Chris Adams**  
 Civil & Electrical Eng.  
 License # 44033 Date: **7-11-14**

**ATTO ASSOCIATES**  
 ENGINEERS & LAND SURVEYORS, INC.  
 www.attoassociates.com  
 8000 W. 14th Street  
 Burnsville, MN 55337  
 (763) 254-2277  
 Fax: (763) 254-3322

**PARKSIDE CHURCH**  
**WACONIA, MN**

PROJECT NO.	14-0153
SHEET NO. 2 OF 3 SHEETS	DATE 7/9/14





NOTES:  
 1. GENERAL TOPOGRAPHIC INFORMATION IS SHOWN PER THE CARVER COUNTY GIS WEBSITE.  
 2. EXISTING UTILITY INFORMATION PER CITY RECORD PLANS.



DENOTES TREE REMOVAL

REV. NO.	DATE	BY	DESCRIPTION	DESIGNED	CHECKED	DATE	PROJECT NO.
				CSO	CSO	7-11-14	14-0153
I hereby certify that the plans, specifications, or report were prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Eric M. Schwanitz License # 20433						SHEET NO. 3 OF 3 SHEETS	
						DATE 7/9/14	
PARKSIDE CHURCH WACONIA, MN							

**ENGINEER'S ESTIMATE  
OPTION ONE**

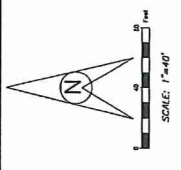
**PARKSIDE CHURCH  
WACONIA, MINNESOTA**  
Otto Project No. 14-0153  
July 10, 2014

ITEM	UNITS	EST QUANT	UNIT PRICE	TOTAL
4" PVC SDR 26 Sewer Pipe (Incl. Bedding)	LF	650	\$ 20.00	\$ 13,000.00
4" Cleanout	EACH	6	\$ 250.00	\$ 1,500.00
Connect to Existing MH (Core Drill)	EACH	1	\$ 1,500.00	\$ 1,500.00
Connect to Existing 4" Sewer	EACH	1	\$ 500.00	\$ 500.00
8" C-900 Watermain (Incl. Bedding & Tracer Wire)	LF	735	\$ 28.00	\$ 20,580.00
Directional Bore 8" HPDE SDR11 (Incl. Tracer Wire)	LF	350	\$ 32.00	\$ 11,200.00
6" DIP Watermain	LF	12	\$ 40.00	\$ 480.00
8" Gate Valve & Box	EACH	1	\$ 2,000.00	\$ 2,000.00
Fire Hydrant w/6" Gate Valve & Box	EACH	2	\$ 4,600.00	\$ 9,200.00
2" Type K Copper Pipe	LF	55	\$ 28.00	\$ 1,540.00
2" Corporation Stop	EACH	1	\$ 600.00	\$ 600.00
2" Curb Stop & Box	EACH	1	\$ 800.00	\$ 800.00
Connect to Existing 8" DIP	EACH	1	\$ 1,500.00	\$ 1,500.00
Connect to Existing 2" Water Service	EACH	1	\$ 500.00	\$ 500.00
Bituminous Parking Lot Restoration (Remove & Replace)	SY	115	\$ 24.00	\$ 2,760.00
Concrete Sidewalk Restoration (Remove & Replace)	SF	140	\$ 6.00	\$ 840.00
Clearing & Grubbing	ACRE	0.2	\$ 6,000.00	\$ 1,200.00
Sod	SY	40	\$ 5.00	\$ 200.00
Seed, Mulch, & Fertilizer	ACRE	0.8	\$ 1,500.00	\$ 1,200.00
Silt Fence	LF	730	\$ 2.25	\$ 1,642.50
Remove Septic (Incl. Permitting)	LS	1	\$ 1,000.00	\$ 1,000.00
Abandon Well (Incl. Permitting)	LS	1	\$ 2,000.00	\$ 2,000.00
<b>TOTAL</b>				\$ 75,742.50

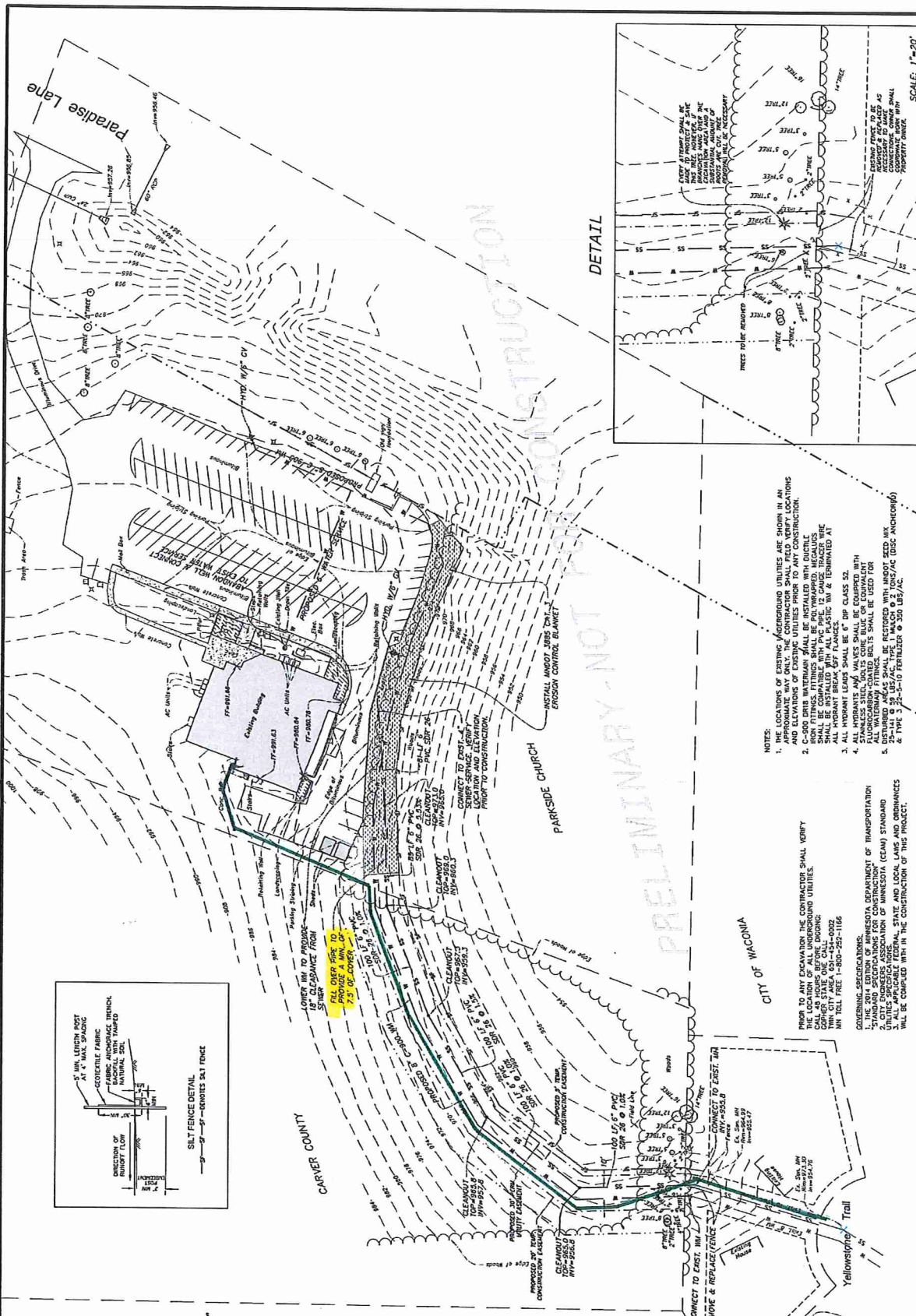
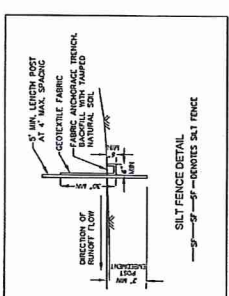
**ENGINEER'S ESTIMATE  
OPTION TWO**

**PARKSIDE CHURCH  
WACONIA, MINNESOTA**  
Otto Project No. 14-0153  
July 10, 2014

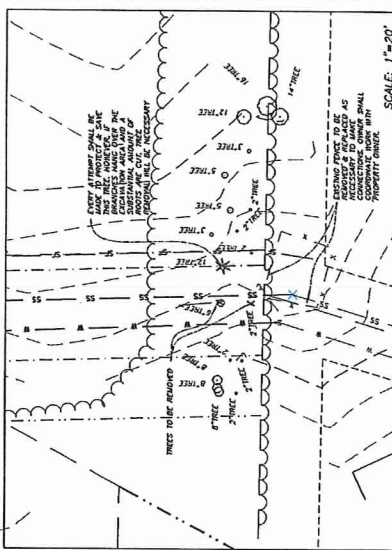
ITEM	UNITS	EST QUANT	UNIT PRICE	TOTAL
4" PVC SDR 26 Sewer Pipe (Incl. Bedding)	LF	460	\$ 20.00	\$ 9,200.00
4" Cleanout	EACH	5	\$ 250.00	\$ 1,250.00
Directional Bore 1.5" SDR11 HDPE FM	LF	190	\$ 20.00	\$ 3,800.00
Connect to Existing MH (Core Drill)	EACH	1	\$ 1,500.00	\$ 1,500.00
Connect to Existing 4" Sewer	EACH	1	\$ 500.00	\$ 500.00
E/ONE Grinder Pump Station	LS	1	\$ 20,000.00	\$ 20,000.00
8" C-900 Watermain (Incl. Bedding & Tracer Wire)	LF	735	\$ 28.00	\$ 20,580.00
Directional Bore 8" HPDE SDR11 (Incl. Tracer Wire)	LF	350	\$ 32.00	\$ 11,200.00
6" DIP Watermain	LF	12	\$ 40.00	\$ 480.00
8" Gate Valve & Box	EACH	1	\$ 2,000.00	\$ 2,000.00
Fire Hydrant w/6" Gate Valve & Box	EACH	2	\$ 4,600.00	\$ 9,200.00
2" Type K Copper Pipe	LF	55	\$ 28.00	\$ 1,540.00
Connect to Existing 8" DIP	EACH	1	\$ 1,500.00	\$ 1,500.00
Connect to Existing 2" Water Service	EACH	1	\$ 500.00	\$ 500.00
Bituminous Parking Lot Restoration (Remove & Replace)	SY	115	\$ 24.00	\$ 2,760.00
Concrete Sidewalk Restoration (Remove & Replace)	SF	140	\$ 6.00	\$ 840.00
Clearing & Grubbing	ACRE	0.5	\$ 6,000.00	\$ 3,000.00
Sod	SY	225	\$ 5.00	\$ 1,125.00
Seed, Mulch, & Fertilizer	ACRE	0.6	\$ 1,500.00	\$ 900.00
Silt Fence	LF	730	\$ 2.25	\$ 1,642.50
Remove Septic (Incl. Permitting)	LS	1	\$ 1,000.00	\$ 1,000.00
Abandon Well (Incl. Permitting)	LS	1	\$ 2,000.00	\$ 2,000.00
<b>TOTAL</b>				\$ 96,517.50



- LEGEND**
- 975 --- denotes existing contour
  - XPT15.00 denotes existing salt elevation
  - denotes spot
  - ⊗ denotes light pole
  - ⊗ denotes signpost
  - ⊗ denotes site marker



**DETAIL**



- NOTES:**
1. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROPRIATE MANNER. THE CONTRACTOR SHALL VERIFY LOCATIONS AND DEPTHS OF ALL UTILITIES PRIOR TO CONSTRUCTION.
  2. C-900 DIPS WATERMAIN SHALL BE INSTALLED WITH DUCTILE IRON FITTINGS. FITTINGS SHALL BE POLYWRAPPED. REGULAR FITTINGS SHALL BE INSTALLED WITH ALL PLASTIC TM & TERMINATED AT ALL HYDRANT BEGINS SHALL BE PLACED UP CLASS 52.
  3. ALL HYDRANTS AND VALVES SHALL BE COMPACT WITH STAINLESS STEEL BOLTS CORB BULL OR EQUIVALENT. ALL WATERMAIN FITTINGS SHALL BE 150 LB. CLASS.
  4. 25-141 @ 30 LB./AC. TYPE 1 MASONRY TOWER/AC (SEE MACHONING) & TYPE 3 25-5-10 FERTILIZER @ 300 LB./AC.

- CONTRACTING SPECIFICATIONS:**
1. THE 2014 EDITION OF MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION (CSMA) STANDARD SPECIFICATIONS SHALL APPLY TO ALL STATE AND LOCAL PROJECTS. ALL SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.
- GENERAL NOTES:**
1. THE 2014 EDITION OF MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION (CSMA) STANDARD SPECIFICATIONS SHALL APPLY TO ALL STATE AND LOCAL PROJECTS. ALL SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

PROJECT NO. 14-0418  
DATE 2/25/15

**UTILITY PLAN**

**PARKSIDE CHURCH**  
WACONIA, MN

SHEET NO. 1 OF 1 SHEETS

www.atoeng.com

REGISTERED DRAWING

REV. NO.	DATE	BY	DESCRIPTION

DESIGNED: JAL  
CHECKED: C.C.C.



# **PARKSIDE CHURCH OF THE CHRISTIAN AND MISSIONARY ALLIANCE**

**Request to Carver County Parks  
Commission**



⋮

*ParkSide Church of The Christian and  
Missionary Alliance – Request to  
Carver County Parks Commission*

Executive Summary ..... 3

Introduction/Background of ParkSide Church of The C&MA. . . . . 4

Current Situation . . . . . 4

Petition for Annexation into the City of Waconia City Limits . . . . . 4

Options for Connecting Water and Sewer Services . . . . . 5

    Existing Conditions . . . . . 5

    Option One. . . . . 6

    Option Two. . . . . 6

    Otto’s Recommendation . . . . . 6

Request of the Carver County Parks Commission . . . . . 7

Exhibit A – ParkSide’s Concept for Future Expansion . . . . . 8

Exhibit B – Petition to Annex Property . . . . . 9

Exhibit C – Map of Option One from Otto Associates . . . . . 12

Exhibit D – Map of Option Two from Otto Associates . . . . . 13

Exhibit E – Estimate of Option One’s Costs from Otto Associates . . . . . 14

Exhibit F – Estimate of Option Two’s Costs from Otto Associates . . . . . 15

## Executive Summary

This informational packet is put together to provide support to ParkSide Church of The Christian and Missionary Alliance's (Church) request to the Carver County Parks Commission. The request is for the following three items – 1) granting an easement through the Lake Waconia Regional Park for utilities (to include water and sewer lines, natural gas, and cable Internet), 2) forwarding the request for said easement to the Carver County Commission, and 3) forwarding the granted easement request to the Metro Council for their approval.

The Church has an aging septic system and plans for future expansion in the coming years. Carver County has banned future building permits until the septic system is replaced. The Church has determined that connecting to the City of Waconia's water and sewer services is in the Church's best interest long term and on a cost analysis basis.

The Church's property abuts to property owned by the City; thereby allowing for annexation of the Church property into the city limits through a petition.

The Church has contracted Otto Associates from Buffalo, Minnesota to do a feasibility study of options for connecting to existing City services. Option One is the recommended option by Otto and agreed upon by the Church.

Therefore, the Church is requesting the outlined three requests.

If further information is needed, please contact Doug Parkinson at:

Doug Parkinson  
Building Committee Chair  
ParkSide Church of The C&MA  
[d.parkinson@mchsi.com](mailto:d.parkinson@mchsi.com)  
952.221.1287

## **Introduction/Background of ParkSide Church of The Christian & Missionary Alliance**

ParkSide Church of The Christian and Missionary Alliance (Church) first began in August of 1970 as Waconia Alliance Church. The church got its start from faculty and staff members from St. Paul Bible College, now Crown College. The Church was incorporated in the State of Minnesota in April 1975. The church grew and purchased a property in downtown Waconia as its first location. In the early 1980's seven acres were purchased along State Highway 5 for a larger expansion. Several phases of construction were completed in the mid to late 1980's bringing us to our current facilities.

In 2003 with the realignment of State Highway 5 completed and the expansion of the Lake Waconia Regional Park, the Church made a name change to ParkSide Church to better reflect its location.

### **CURRENT SITUATION**

During the spring and early summer of 2013, the congregation at the Church approved plans for a two-phase remodeling project along with a concept plan for future expansions – see Exhibit A. Upon the Church's approaching Carver County for a building permit for the remodeling project, we were required to do a test of our original septic system. This test showed the septic system's failure for compliance with current standards. Carver County granted the building permit for the remodeling project with a provision that the septic system be replaced.

Since the first phase of the remodeling project did not impact the bathrooms, priority was not placed on replacing the septic system.

In the spring of 2014, we began looking into options for replacing the septic system. This led us towards two choices – replace the current septic tank with a mound system or connect to the City of Waconia services. We did some research to discover costs for both options.

In view of the second phase of our remodeling and future expansion, we chose the route of going with City provided services.

### **PETITION TO THE CITY OF WACONIA FOR ANNEXATION**

In order for the Church to obtain access to the City of Waconia (City) provided water and sewer services, ParkSide Church must be annexed into the city limits of Waconia. Annexation can only occur if the existing property abuts City property. In the Church's case, our property does abut City property to the south.



A "Petition for Orderly Annexation – Laketown Township" agreement was developed between the City and Laketown Township (Township) for such property annexations as the Church is requesting. The petition has been completed by the Church and submitted to the City for their processing – see Exhibit B.

We understand that this process involves the approval of the City Council, signature from the Township's clerk, then forwarding of documents to the State of Minnesota for their final approval. This process is expected to take three to four months.

## **OPTIONS FOR CONNECTING TO CITY WATER AND SEWER SERVICES**

In late March 2014, the Church contacted Otto Associates Engineers and Land Surveyors, Inc. (Otto) to do a feasibility study for access to the City water and sewer services. This study was completed on July 14, 2014.

The following are excerpts from the feasibility study, which are appropriate for the request to be discussed later. The full study is on file with Marty Walsh at Carver County Parks Department.

### **EXISTING CONDITIONS –**

LEGACY VILLAGE OF WACONIA, located at the end of Yellowstone Trail. According to the City record plans, there is a 10-inch PVC sewer pipe that ends in a manhole approximately 10 feet from the north line of the plat of LEGACY VILLAGE AT WACONIA and an 8-inch DIP watermain with an 8-inch gate valve that also extends to approximately 10 feet from the north property line. The plat of LEGACY VILLAGE AT WACONIA shows there was a 20-foot-wide drainage and utility easement platted along the north boundary.

To the north of said Lots 17 and 18, is an 18-acre parcel owned by Carver County. It is my understanding that it is designated as future park land. The church property is adjacent and east of this property. Bordering the church's south line is a large outlot owned by the City of Waconia and encumbered by ponds and wetland.

I was provided with limited information regarding the existing service sizes and flows from the church. A 4-inch sanitary sewer serves the building, but the estimated flows were not provided at the time of this study. The water service size and flow was also not provided. These items will need to be confirmed with the final design.

The existing manhole has an invert elevation about 5 feet higher than the ground elevation in the southwest corner of the church property. ParkSide Church sits almost 40 feet higher than the land at the southern boundary. Therefore, extending sewer via gravity from the south cannot be accomplished unless the sewer is extended north through the County parcel.

Otto shared the following two options –

**OPTION ONE** – (see Exhibit C for visual)

Option One extends utilities to the north through the County parcel. This land is currently open field with the exception of a row of trees along the south. The alignment was chosen according to the topography such that the sanitary sewer could be extended by gravity. (Topographic information used is from the Carver County GIS website.)

Tree removal on the County property would be limited to the width of the utility corridor through the tree line (approximately 30 feet). Tree removal on the church property would be along the south end of the parking lot. (Approximately 0.2 acres in all.)

The backyards of Lots 17 and 18 would only be disturbed at the connection points and are within existing easement. I estimate that 40 square yards of lawn would be disturbed and restored with sod for this option.

The sewer line would include 6-inch cleanouts (changed from 4" per City request) every 100 feet according to Minnesota state code. The watermain extension would parallel the sewer, 10 feet to the west and north.

Easements needed for Option One – would require obtaining a permanent 30-foot utility easement from Carver County. It is recommended that a temporary construction easement be obtained to gain an additional 10 feet on each side of the permanent easement to allow room for trench material and granular bedding stockpiling during installation.

**OPTION TWO** – (see Exhibit D for visual)

Option Two extends utilities to the east along the backyard of Lot 18, into the City outlot and then north along the western side of the church property.

The existing sanitary elevation is higher than the ground elevation in the southwest corner of the church property; therefore, a pump station will be required with this option. A grinder pump would be located on the City outlot and a forcemain would be installed along the backyard of Lot 18 to connect to the existing manhole.

Due to the location of the existing utility stubs, and the fact that there is only a 20-foot easement on Lot 18, I am showing the watermain installed along the common property line of Lot 18 and the County parcel. Once the watermain reaches 10 feet beyond the County's east line, the alignment is shown to run parallel and 10 feet from the County's east line.

Trees along the southern 10 feet of the County property would be removed for this alignment option.

Additionally, trees along the western 30 feet of the church property would be removed. (Approximately 0.5 acres in all.)

The backyard of Lot 17 would have very little disturbance but Lot 18 will be disturbed along the entire length of its north line (approximately 225 square yards of restoration).

Easements needed for Option Two – would require obtaining a permanent 10 foot utility easement from Carver County. A temporary easement may not be feasible with this option due to the trees along the property.

### **OTTO'S RECOMMENDATION –**

It is my recommendation to pursue Option One. In reviewing the construction costs (see attached estimates – Exhibits E and F), Option One is approximately \$20,000.00 less than Option Two.

More importantly, Option One would eliminate the need for a pump station and forcemain. There are more maintenance concerns with a pressure system than gravity. It appears from the topographic information shown on the Carver County GIS website that access to the pump station from the church property for maintenance would be challenging topographically. The alternative of accessing off Yellowstone Trail between Lots 17 and 18 and along Lot 18's backyard would be disruptive and strongly opposed by the property owners. If the utilities along the north side of Lot 18 would be considered private, the church would be putting themselves in a tough position with the property owners. I assume the City of Waconia would want to avoid this as well.

Accessing the utilities along Option One's corridor works topographically and would likely be less disruptive in a public space. The cleanouts would be hardly noticeable in the park and less maintenance would be expected on a small gravity line. Finally, Option One would have less tree removal, which is a benefit to all the properties involved – end of information from Otto.

### **NATURAL GAS AND CABLE UTILITIES**

We have contacted Centerpoint Energy regarding access to natural gas lines along with Mediacom Cable Company for cable Internet lines. No information is available as of the writing of this request for these potential utilities being a part of the easement.

### **REQUEST OF THE CARVER COUNTY PARKS COMMISSION**

The Church is requesting consideration by the Carver County Parks Commission (Parks Commission) for a utility easement through the Lake Waconia Regional Park (LWRP) to allow for the installation of water and sewer lines as outlined in the Otto study utilizing Option One and for natural gas and cable utilities.

Our rationales for making these requests are as follows –

- 1) The option provides for the least amount of disruption to the current vegetation screening areas along the Park's property borders.
- 2) Under the current LWRP master plan, this segment of the property has no plans outlined for public usage.
- 3) This option is the least expensive for the Church in our efforts to raise the resources needed for its completion.
- 4) The City's request for the installation of fire hydrants as a part of connecting to City services will allow for closer access in case of a fire in the LWRP.

Furthermore, the Church is willing to enter into an agreement that any maintenance and/or repairs needed to the installed water and sewer lines will be at the Church's expense. Additionally, we covenant to return the easement to its original vegetation state following any repairs or maintenance needed.

After the Parks Commission approves this request, we further request that this be forwarded to the Carver County Commission for their consent and approval.

We understand that once both Carver County entities approve such requests, these will be submitted to the Metro Council for their final approval based upon the "Restrictive Covenant Agreement Document A586415.

### Exhibit A

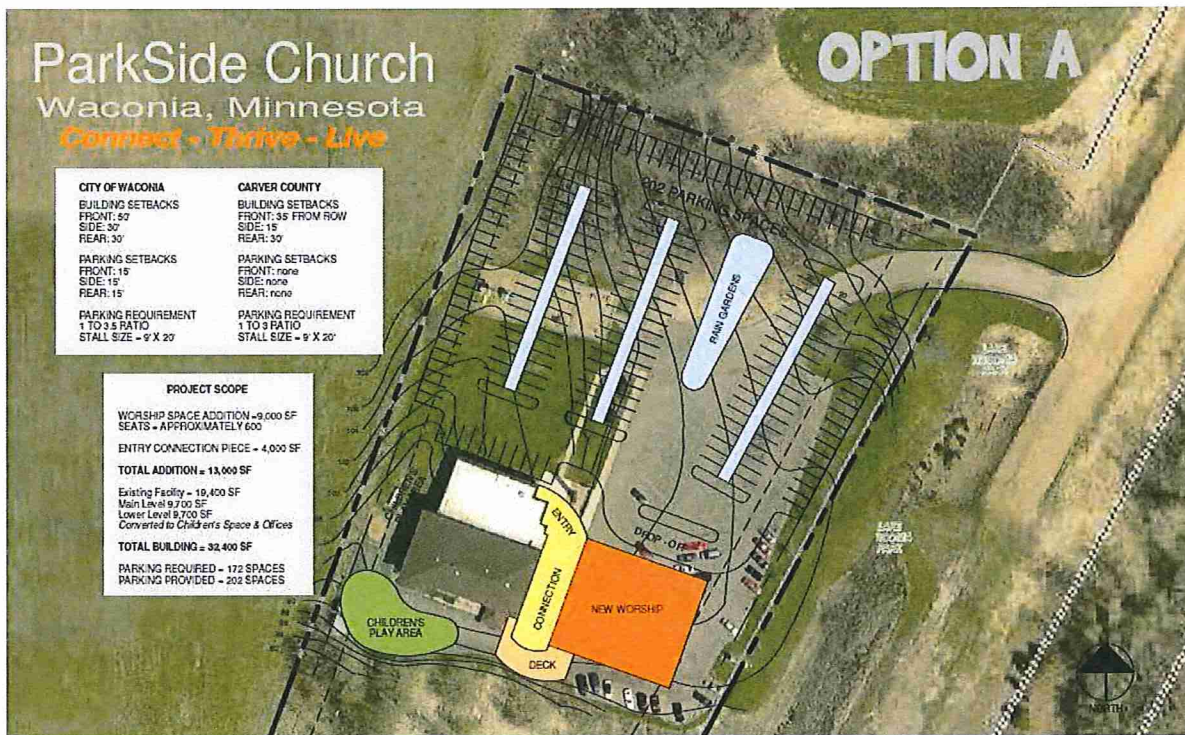


Exhibit B

Check Farm  
ParkSide Church  
9500 Paradise Lane  
Waconia, MN 55387



CITY OF WACONIA  
201 South Vine Street  
Waconia, MN 55387  
Phone: (952) 442-2184  
Fax: (952) 442-2135

\$ 300 Application Fee  
& 1,000 Escrow Fee/  
Deposit

PETITION TO ANNEX PROPERTY  
INTO THE CITY OF WACONIA

(Laketown Township – Orderly Annexation – All Property Owners)

To: City Council of the City of Waconia, Minnesota (the "City")

Receipt # 0197375  
By Alexia  
09-24-14

From: Randy Burg, President - Ron Sieb, Treasurer - ParkSide Church (collectively, the "Petitioner")

Petitioner petitions the City to annex the area described in this petition pursuant to the Laketown OAA and Minnesota Statutes §414.0325. For purposes of this petition, the "Laketown OAA" means Orderly Annexation Agreement No. 76-47 between Laketown Township, Minnesota, the City of Chaska, Minnesota, the City of Victoria, Minnesota, and the City, as amended.

In support of its petition, Petitioner represents and warrants to the City as follows:

1. **Property.** The property Petitioner proposes to annex is described on attached Exhibit A (the "Property"). *(Note: The City requires a legal description. If you do not have one, please engage an attorney or surveyor to prepare one for you before you submit this petition. The description on your tax statement is not a legal description and may not be used.)*
2. **Size of Property.** The Property is 7.58 acres in size.
3. **Location of Property.** The Property is located in Laketown Township, Minnesota, and does abut the City limits.
4. **Reason.** The reason for the requested annexation is:

ParkSide Church desires to be annexed into the City of Waconia to obtain access to both  
City water and sewer services.

5. **Waiver of Electric Utility Service Notice.** If the City annexes the Property, the electric utility service provider for the Property may change. Prior to submitting this petition, Petitioner contacted the electric service utility provider for the Property and determined if such change will occur and, if so, the impact such change will have on the cost of electric utility services for the Property. Petitioner waives the right to receive any notice from the City regarding the effect of annexation on the cost of electric services for the Property including, but not limited to, any notice required by Minnesota Statutes §414.0325, Subd. 1a.
6. **Petitioner.** Each person or entity having an ownership interest in the Property has signed this petition. *[Examples: If a husband and wife own property as joint tenants, both must sign. If siblings own property as tenants in common, all must sign. If a corporation or limited liability company owns property, an authorized officer must sign on behalf of the entity.]*

#### SIGNATURES

*[If you are signing for any entity, write the name of the entity above the signature line and place the title of your office (e.g. President) after your signature.]*

Dated: 9/24/14

Randall S. Egan  
ParkSide Church - President

Dated: 9/23/14

Randall S. Egan  
ParkSide Church - Treasurer

**EXHIBIT A**  
**Legal Description of Property to be Annexed**

All that part of Government Lot 3 and the Southwest Quarter of the Southwest Quarter, Section 18, Township 116 North, Range 24 West, described as follows:

Commencing at the Southwest corner of Section 18, Township 116 North, Range 24 West; thence North 00 degrees 00 minutes 00 seconds East 1374.00 feet, on an assumed bearing on the West line of said Section 18; thence South 89 degrees 43 minutes 47 seconds East 258.99 feet, on the North line of Tract No. 1 described in Certificate of Title No. 3514, and recorded in the Registrar of Titles Office, Carver County, Minnesota, to the point of beginning; thence South 89 degrees 43 minutes 47 seconds East 432.90 feet, on the North line of said Tract No. 1; thence North 85 degrees 48 minutes 22 seconds East 12.72 feet, to a point on the centerline of Old State Highway No. 5; thence North 27 degrees 55 minutes 30 seconds East 649.28 feet, on said centerline; thence North 71 degrees 04 minutes 31 seconds West 514.99 feet; thence South 19 degrees 32 minutes 29 seconds West 784.79 feet, to the point of beginning.

Property known as: 9560 Paradise Lane, Waconia, MN 55387

City of Waconia City Hall  
 (952) 442-2184  
 www.waconia.org

```

=====
Planning & Zoning Fees          350.00  300.00
Customer Name: Parkside Church / Doug
Parkinson
Description: Annexation (application
fee) $300

Developer Escrow Deposits
      1,000.00
Description: Annexation Escrow
$1,000/Parkside Church
      1,000.00

Payer name: Parkside Church

=====
SubTotal:                       1,300.00
Total:                           1,300.00
=====
Check                             1,300.00
Number : 20478
  
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                Thank you!
  
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# Exhibit C

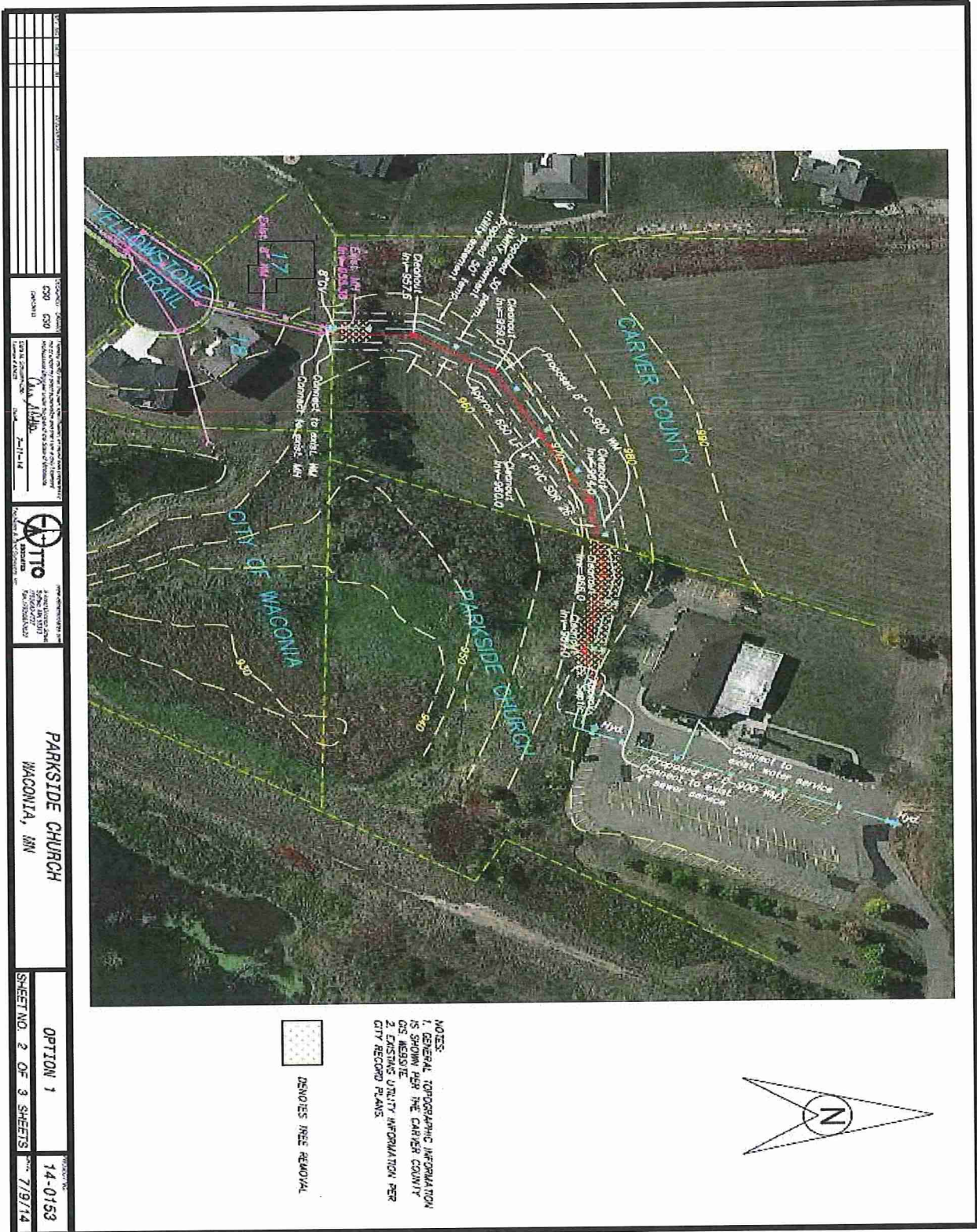
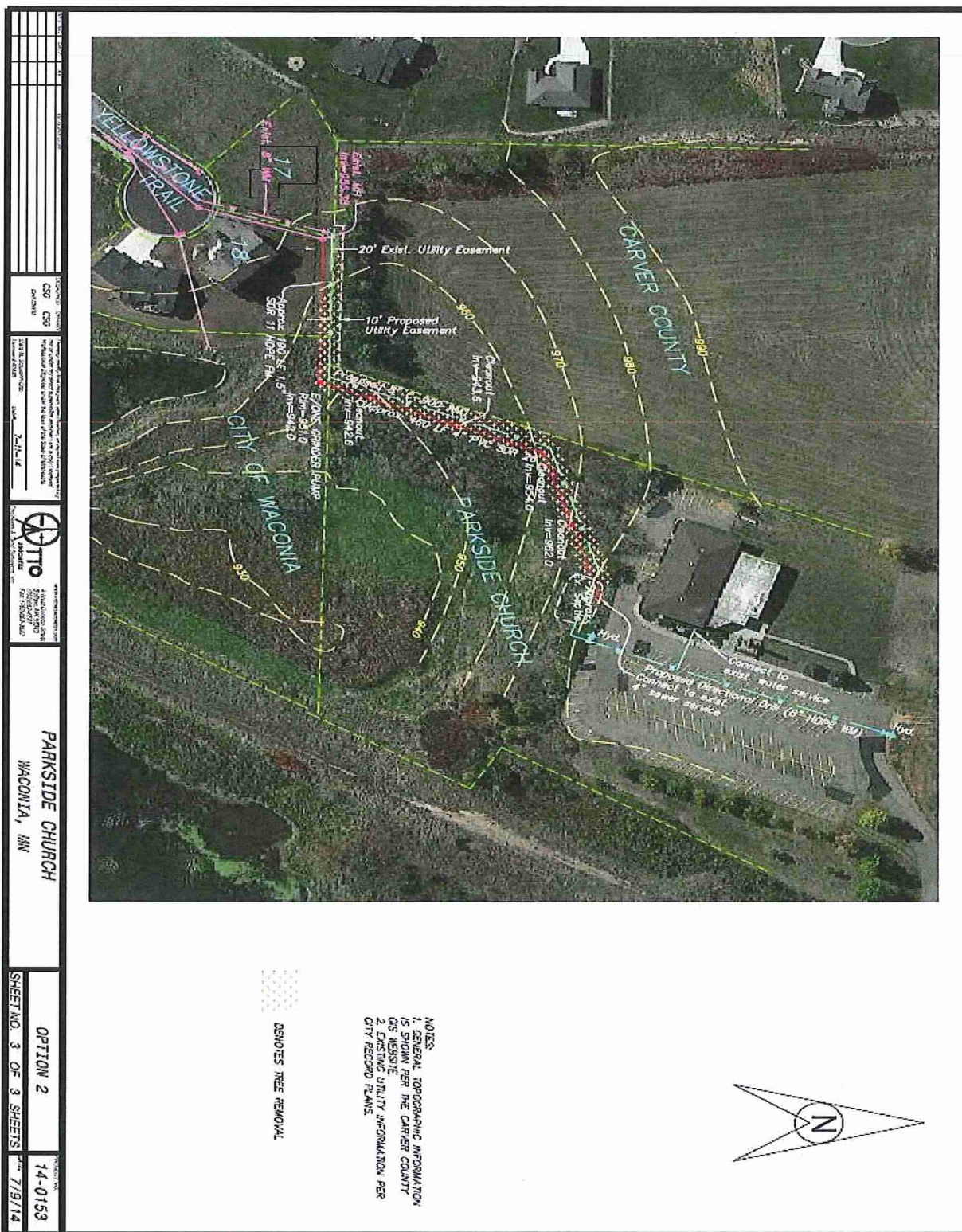




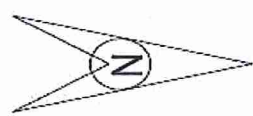
Exhibit D



DATE: 7/19/14	PROJECT: PARKSIDE CHURCH	SCALE: 1"=20'-11 1/2"	DATE: 7/19/14	PROJECT: PARKSIDE CHURCH	SCALE: 1"=20'-11 1/2"	DATE: 7/19/14	PROJECT: PARKSIDE CHURCH	SCALE: 1"=20'-11 1/2"
<p>CSG, CSB, CSB                  PROJECT: PARKSIDE CHURCH                  DATE: 7/19/14</p>			<p>CSG, CSB, CSB                  PROJECT: PARKSIDE CHURCH                  DATE: 7/19/14</p>			<p>CSG, CSB, CSB                  PROJECT: PARKSIDE CHURCH                  DATE: 7/19/14</p>		
<p>OPTION 2</p>			<p>OPTION 2</p>			<p>OPTION 2</p>		
<p>SHEET NO. 3 OF 3 SHEETS</p>			<p>SHEET NO. 3 OF 3 SHEETS</p>			<p>SHEET NO. 3 OF 3 SHEETS</p>		
<p>14-0153</p>			<p>14-0153</p>			<p>14-0153</p>		
<p>7/19/14</p>			<p>7/19/14</p>			<p>7/19/14</p>		

NOTES:  
 1. GENERAL TOPOGRAPHIC INFORMATION IS SHOWN PER THE CARVER COUNTY GIS MESSAGE.  
 2. EXISTING UTILITY INFORMATION PER CITY RECORD PLANS.

.....  
 DENOTES TREE REMOVAL



## Exhibit E

### ENGINEER'S ESTIMATE OPTION ONE

PARKSIDE CHURCH  
WACONIA, MINNESOTA  
Oto Project No. 14-0153  
July 10, 2014

ITEM	UNITS	EST QUANT	UNIT PRICE	TOTAL
4" PVC SDR 26 Sewer Pipe (Incl. Bedding)	LF	650	\$ 20.00	\$ 13,000.00
4" Cleanout	EACH	6	\$ 250.00	\$ 1,500.00
Connect to Existing MH (Core Drill)	EACH	1	\$ 1,500.00	\$ 1,500.00
Connect to Existing 4" Sewer	EACH	1	\$ 500.00	\$ 500.00
8" C-900 Watermain (Incl. Bedding & Tracer Wire)	LF	735	\$ 28.00	\$ 20,580.00
Directional Bore 8" HPDE SDR11 (Incl. Tracer Wire)	LF	350	\$ 32.00	\$ 11,200.00
6" DIP Watermain	LF	12	\$ 40.00	\$ 480.00
8" Gate Valve & Box	EACH	1	\$ 2,000.00	\$ 2,000.00
Fire Hydrant w/6" Gate Valve & Box	EACH	2	\$ 4,600.00	\$ 9,200.00
2" Type K Copper Pipe	LF	55	\$ 28.00	\$ 1,540.00
2" Corporation Stop	EACH	1	\$ 600.00	\$ 600.00
2" Curb Stop & Box	EACH	1	\$ 800.00	\$ 800.00
Connect to Existing 8" DIP	EACH	1	\$ 1,500.00	\$ 1,500.00
Connect to Existing 2" Water Service	EACH	1	\$ 500.00	\$ 500.00
Bituminous Parking Lot Restoration (Remove & Replace)	SY	115	\$ 24.00	\$ 2,760.00
Concrete Sidewalk Restoration (Remove & Replace)	SF	140	\$ 6.00	\$ 840.00
Clearing & Grubbing	ACRE	0.2	\$ 6,000.00	\$ 1,200.00
Sod	SY	40	\$ 5.00	\$ 200.00
Seed, Mulch, & Fertilizer	ACRE	0.8	\$ 1,500.00	\$ 1,200.00
Silt Fence	LF	730	\$ 2.25	\$ 1,642.50
Remove Septic (Incl. Permitting)	LS	1	\$ 1,000.00	\$ 1,000.00
Abandon Well (Incl. Permitting)	LS	1	\$ 2,000.00	\$ 2,000.00
<b>TOTAL</b>				\$ 75,742.50

## Exhibit F

### ENGINEER'S ESTIMATE OPTION TWO

#### PARKSIDE CHURCH WACONIA, MINNESOTA

Oto Project No. 14-0153  
July 10, 2014

ITEM	UNITS	EST QUANT	UNIT PRICE	TOTAL
4" PVC SDR 26 Sewer Pipe (Incl. Bedding)	LF	460	\$ 20.00	\$ 9,200.00
4" Cleanout	EACH	5	\$ 250.00	\$ 1,250.00
Directional Bore 1.5" SDR11 HDPE FM	LF	190	\$ 20.00	\$ 3,800.00
Connect to Existing MH (Core Drill)	EACH	1	\$ 1,500.00	\$ 1,500.00
Connect to Existing 4" Sewer	EACH	1	\$ 500.00	\$ 500.00
E/ONE Grinder Pump Station	LS	1	\$ 20,000.00	\$ 20,000.00
8" C-900 Watermain (Incl. Bedding & Tracer Wire)	LF	735	\$ 28.00	\$ 20,580.00
Directional Bore 8" HPDE SDR11 (Incl. Tracer Wire)	LF	350	\$ 32.00	\$ 11,200.00
6" DIP Watermain	LF	12	\$ 40.00	\$ 480.00
8" Gate Valve & Box	EACH	1	\$ 2,000.00	\$ 2,000.00
Fire Hydrant w/6" Gate Valve & Box	EACH	2	\$ 4,600.00	\$ 9,200.00
2" Type K Copper Pipe	LF	55	\$ 28.00	\$ 1,540.00
Connect to Existing 8" DIP	EACH	1	\$ 1,500.00	\$ 1,500.00
Connect to Existing 2" Water Service	EACH	1	\$ 500.00	\$ 500.00
Bituminous Parking Lot Restoration (Remove & Replace)	SY	115	\$ 24.00	\$ 2,760.00
Concrete Sidewalk Restoration (Remove & Replace)	SF	140	\$ 6.00	\$ 840.00
Clearing & Grubbing	ACRE	0.5	\$ 6,000.00	\$ 3,000.00
Sod	SY	225	\$ 5.00	\$ 1,125.00
Seed, Mulch, & Fertilizer	ACRE	0.6	\$ 1,500.00	\$ 900.00
Silt Fence	LF	730	\$ 2.25	\$ 1,642.50
Remove Septic (Incl. Permitting)	LS	1	\$ 1,000.00	\$ 1,000.00
Abandon Well (Incl. Permitting)	LS	1	\$ 2,000.00	\$ 2,000.00
<b>TOTAL</b>				<b>\$ 98,517.50</b>



# Carver County Parks

Department of Public Works

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Cologne, MN 55322  
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Phone (952) 466-5200  
Fax (952) 466-5223

## MEMO

**TO: Members of the Park Commission**

**FROM: Marty Walsh, Parks Director**

**SUBJECT: Carver County Veterans Memorial and Registry**

**DATE: July 7, 2016**

The Carver County Veterans Memorial and Registry (CCVMR) received a Certificate of Incorporation from the State of Minnesota as a legal business entity December 14, 2013. They are working to create a veterans memorial monument in the City of Mayer on property owned by the Carver County Regional Railroad Authority.

In 2013, the CCVMR requested consideration of a site plan for the veteran's memorial at the corner of County Road 30 and State Hwy 25. The site plan was considered and initially approved by the Carver County Regional Railroad Authority.

CCVMR has proposed revising the site plan, altering the orientation of the monument and providing additional parking off of Hwy 25. They are seeking approval of the revised site/construction plan. (See Attached)

The proposed monument is to be located just south and adjacent to the Dakota Rail Regional Trail Mayer Trailhead facility. The project consists of a granite monument approximately 40 feet long, 10 feet high, kneeling soldier statue, paver gardens, American flag, 5 military department flags, lighting and registry. An 11 stall parking lot facility is provided. Additionally concrete equipment pads for placement of military equipment are located on either side of the paver gardens and monument.

Staff has reviewed the proposed request, site/construction plan and makes the following comments.

- Previous work by the CCVMR included work to identify any conflicts with establishing a veteran's memorial with other veteran groups. CCVMR has received letters of support from veterans groups in and around Carver County. They are not aware of any conflicts with other veteran organizations.
- Proposed monument material of granite is a durable material which would minimize maintenance and provide a lasting monument
  - It is requested that other materials used be of high quality and durability
- It has been reported the CCVMR has received authorization to continue an existing entrance on to MN TH 25. It is requested that documentation of MNDOT's approval be provided and concurrence with the proposed parking lot.
- The proposed grading plan lacks sufficient grade change for adequate drainage from the site. Additionally, during investigative subsoil exploration, a drain tile was accidentally damaged by CCVMR. It is requested that the drain tile be repaired.
- A proposed connection is made to the Dakota Rail Regional Trail by a connecting sidewalk from the

monument linking trail and parking lot of the trailhead to the monument area.

- CCVMR has received support for the veterans memorial from the City of Mayer.
- CCVMR has provide a budget for the project and is well on its way to obtaining the financial resources to construct the project but not all funds needed for the project have been received at this time.

Future items for consideration include:

- Obtain agreement for use of CCRRA property
- Provide timeline and schedule for construction
- Obtain consent agreements from partnering railroad authorities and MNDOT for monument and parking lot
- Obtain necessary permits
- Obtain authorization to construct monument

**Recommendation:** It is requested that the Park Commission recommend approval to the County Board of the general layout (Site Plan) with the following contingencies.

- Documentation is provided of MNDOT's concurrence for continuing the entrance onto MN TH 25 and related parking lot.
- Sufficient grade and or storm water conveyance system is provided to adequately drain the site
- It is requested that CCVMR provide a revised grading and site plan with noted changes before seeking a recommendation to construct the monument.

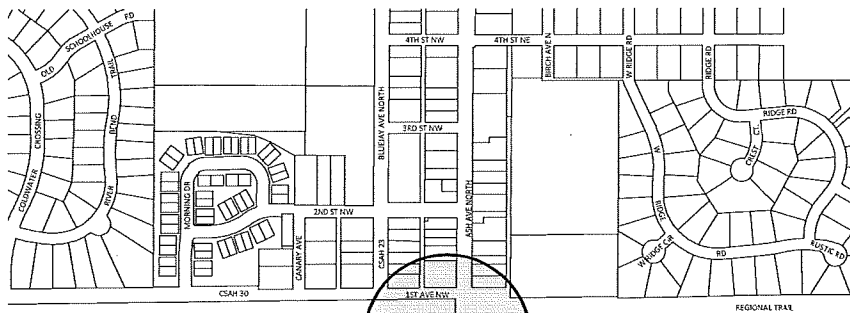
PLAN REVISIONS		
REV	ISSUED FOR	DATE

# CONSTRUCTION PLANS FOR CARVER COUNTY VETERANS MEMORIAL

CONSTRUCTION PLAN FOR GRADING, BITUMINOUS PAVING,  
AND CONCRETE PAVING

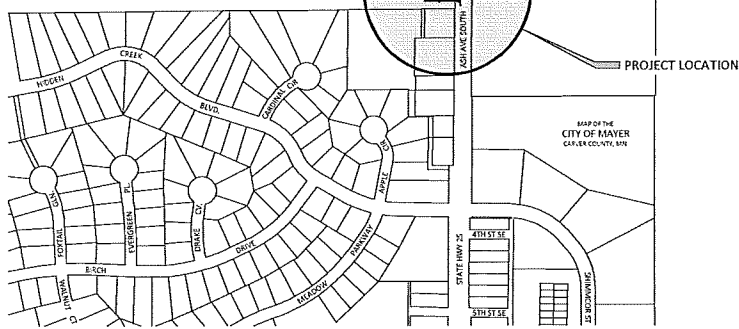
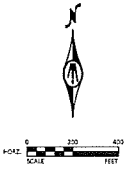
## MAYER, MINNESOTA

MAY, 2016



NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY Gopher State One Call, 1-800-252-1199 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF SOURCE 33.02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



SHEET INDEX

SHEET NO.	GENERAL
C1	TITLE SHEET
C2	LEGEND SHEET
C3	DETAIL SHEET
C4	CONSTRUCTION PLAN
C5	GRADING, TURF ESTABLISHMENT & EROSION CONTROL PLAN

THIS PLAN SET CONTAINS 5 SHEETS.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE SEALS OF THE STATE OF MINNESOTA.

ANDREW L. BLODGE  
LIC. NO. 45533 DATE: 5/12/2016

BOLTON & MENK, INC. 232 407th Ave NE  
Mayer, MN 56458

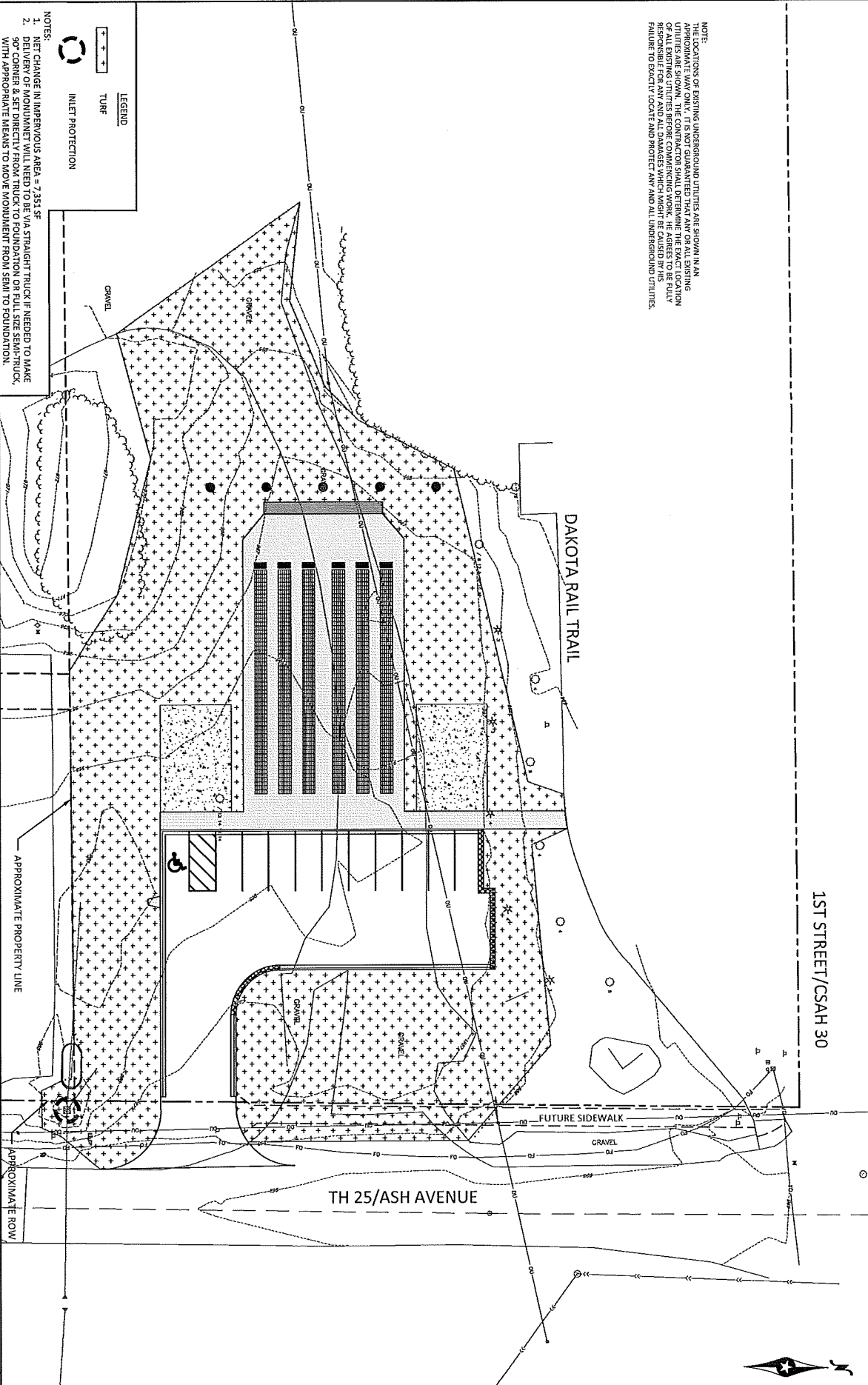
**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors  
232 407th Ave NE, Suite 200, Mayer, MN 56458  
Phone: (952) 445-8238 Email: [info@bolton-and-menk.com](mailto:info@bolton-and-menk.com)  
[www.boltonandmenk.com](http://www.boltonandmenk.com)

+ BM=967.90  
THIS  
MAYER WATER  
FIRE HYDRANT

PROJECT DATUM: CARVER COUNTY  
COORDINATES  
HORIZONTAL: NAD83 (1985 ADJ)  
VERTICAL: NAVD83

CARVER COUNTY VETERANS		SHEET C1 of 5
CARVER COUNTY VETERANS MEMORIAL		
TITLE SHEET		

NOTE:  
 THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN  
 APPROXIMATE MANNER. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION  
 OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY  
 RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE CAUSED BY HIS  
 FAILURE TO EXACTLY LOCATE AND PROTECT ANY AND ALL UNDERGROUND UTILITIES.



LEGEND  
 TUBE  
 INLET PROTECTION

- NOTES:
1. NET CHANGE IN IMPERVIOUS AREA = 7,351.5 SF
  2. DELIVERY OF MONUMENT WILL NEED TO BE VIA STRAIGHT TRUCK. IF NEEDED TO MAKE 90° CORNER & SET DIRECTLY FROM TRUCK TO FOUNDATION OR FULL SIZE SEMI-TRUCK, WITH APPROPRIATE MEANS TO MOVE MONUMENT FROM SEMI TO FOUNDATION.

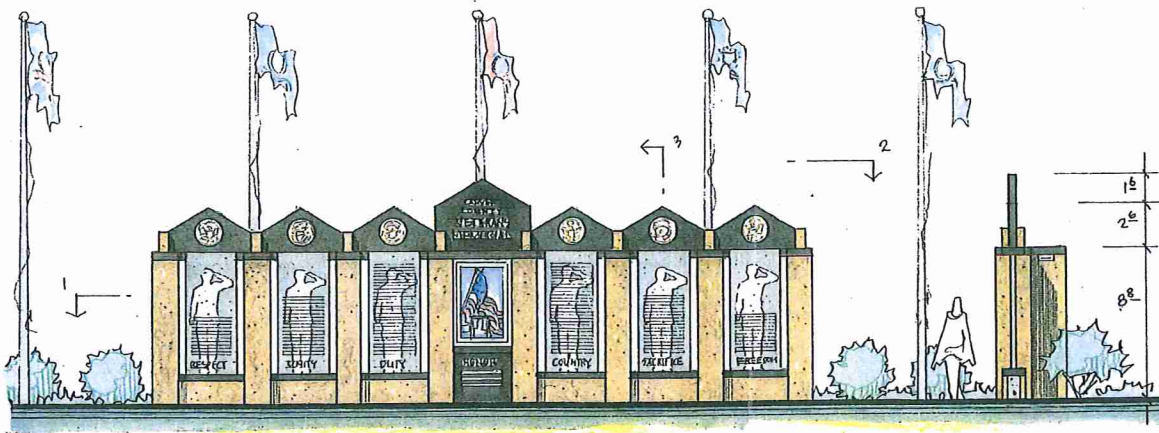


**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 2628 SHADOWN LANE, SUITE 200 - CHASKA, MINNESOTA 55318  
 Phone: (952) 448-8888 Email: chaska@boltonmenk.com  
 www.boltonmenk.com

NO.	REVISION	DATE	BY	DESCRIPTION

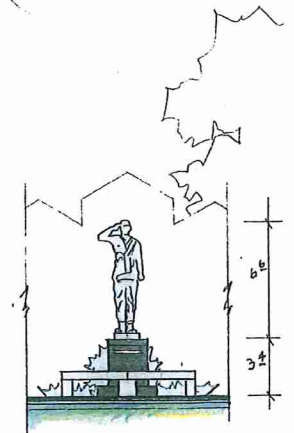
APPROXIMATE PROPERTY LINE  
 APPROXIMATE ROW  
 CARVER COUNTY VETERANS  
 CARVER COUNTY VETERANS MEMORIAL  
 GRADING, TUBE ESTABLISHMENT  
 & EROSION CONTROL PLAN

SHEET  
 05  
 OF  
 5



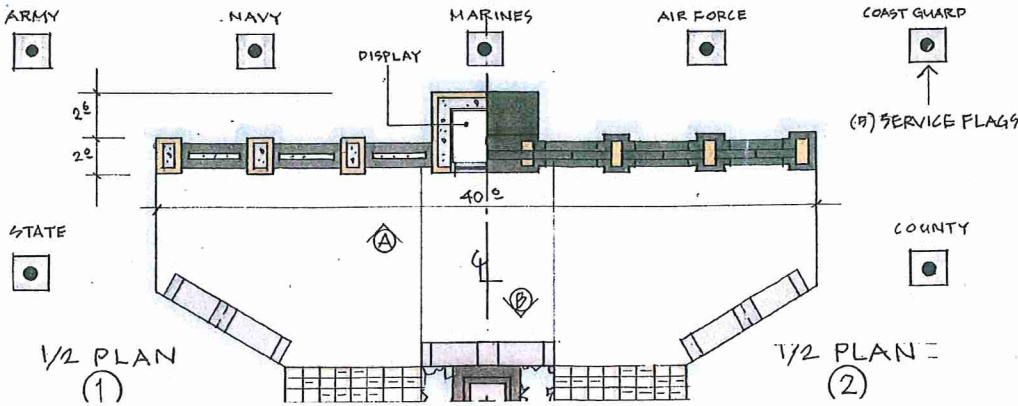
ELEVATION (A) 7/16" = 1'-0"

SECTION (3)



ELEV. (B)

**CARVER COUNTY VETERANS MEMORIAL**



(6) NAME PANELS: LIGHT PROJECTED "SALUTING" SOLDIER IMAGE OR A SANDBLASTED IMAGE ON POLISHED WH. GRT. PANELS. (FRT. ONLY/FUTURE NAMES AT BACK). PEDIMENT'S W/ (5) SERVICE EMBLEMS & (1) U.S. SEAL.  
 "HONORED" DISPLAY (CENTER) W/ GLASS DOOR ACCESS & SIDE VENTS.

*James M. Cota*  
 James M. Cota Design  
 © 2017

MURPHY GRANITE CARVING, INC.

3/7/17





# Carver County Parks

Department of Public Works

11360 Highway 212  
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Fax (952) 466-5223

## MEMO

**TO: Members of the Park Commission**

**FROM: Marty Walsh, Parks Director**

**SUBJECT: Island View Golf Course Presentation on Waconia Regional Trail Alignment**

**DATE: July 8, 2016**

Representatives of Island View Golf Course (IVGC) are to make presentation to the Park Commission about the alignment for the Lake Waconia Regional Trail.

### Background

The Lake Waconia Regional Trail is supported in the Carver County 2030 Comprehensive Plan and the Metropolitan Council 2040 Regional Parks Policy Plan. A master plan for the trail has not yet been completed which would provide additional detail as to the alignment for the planned trail.

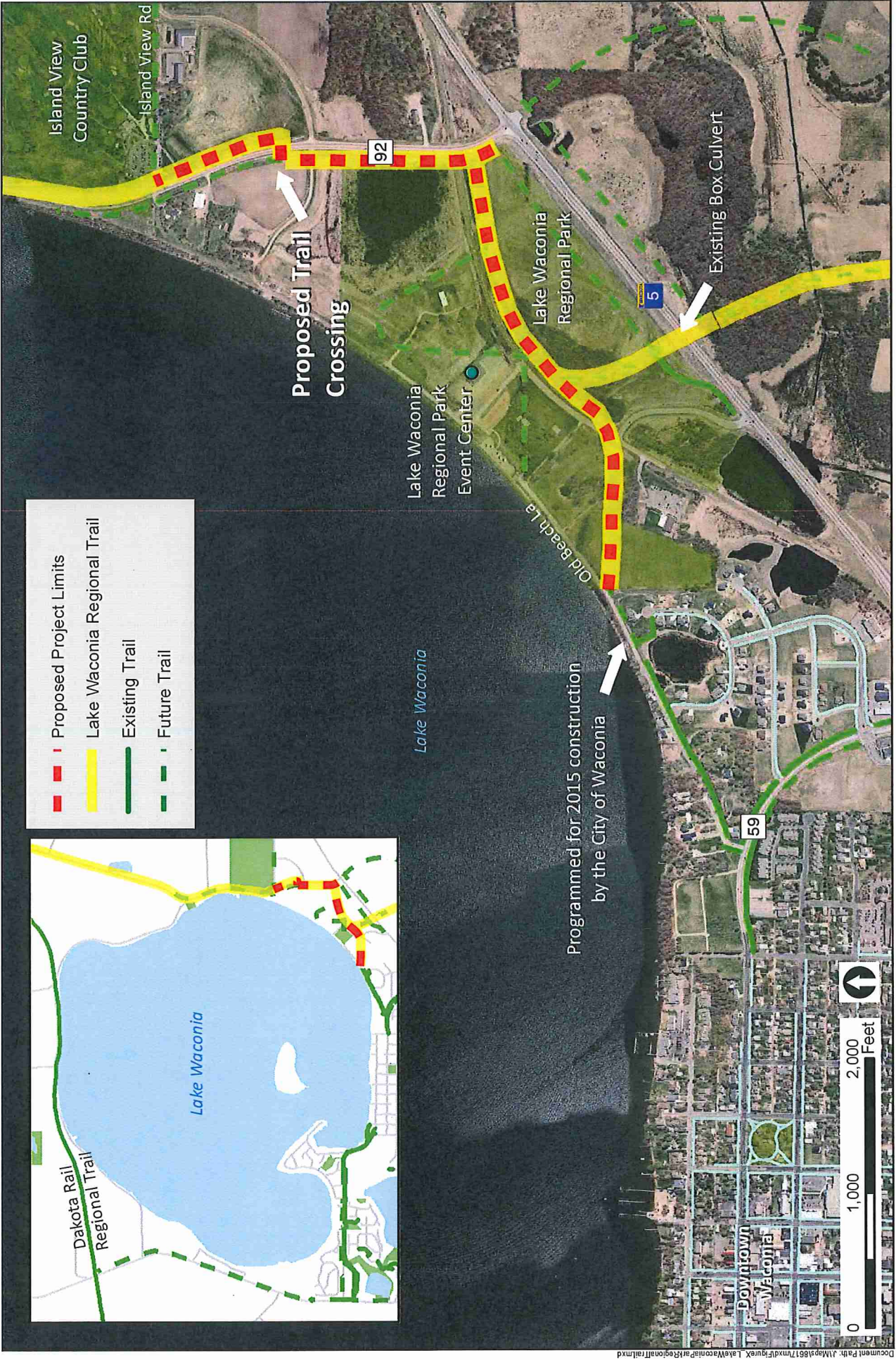
In 2014, Carver County applied for grant funding through the Regional Solicitation for Bicycle and Pedestrian Facilities. The program provides up to 80% of the construction costs for eligible projects. The 2014 application for the Lake Waconia Regional Trail did not score high enough to be awarded funding.

At its February 10, 2016 meeting the Park Commission recommended to the County Board that the Lake Waconia Regional Trail be considered for a grant application during the 2016 Regional Solicitation for Bike Pedestrian Facilities. The County Board approved the contract for consulting services and grant application for the Lake Waconia Regional Trail along with other trail and roadway applications at its June 7, 2016 meeting.

Staff contacted representatives of IVGC to seek a letter of support for the grant application and later met on site to review the proposed trail alignment along Co. Rd. 92. IVGC expressed concerns for a trail alignment on the east side of Co. Rd. 92 adjacent to the golf course.

There is agreement that a trail is desired and that it would be best located on the west side of County Rd. 92. We are working with our consulting engineer to be sure that a safe crossing can be provide to and from the golf course at or near the intersection of Island View Road. The sightlines at the intersection are not great, the consulting engineer has been requested to see what can be done through design to accommodate the trail on the west side of Co. Rd. 92 and what can be done to improve/mitigate sightline concerns.

Attached is the draft alignment from the 2014 Regional Solicitation application. IVGC representatives are not in favor of the crossing as shown.



**Figure 1**

**Project Limits**  
 Lake Waconia Regional Trail  
 Carver County Regional Solicitation Multi-Use Trail Application



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Fax (952) 466-5223

---

## MEMO

**TO: Members of the Park Commission**

**FROM: Marty Walsh, Parks Director**

**SUBJECT: 2017 Capital Improvement Budget Request**

**DATE: July 8, 2016**

---

For 2017 two park system improvement items are requested with the Capital Improvement Program. Please see Attachment C.

First, is the Extension of the MN River Bluffs Regional Trail from County Road 61 at the Chanhassen/Chaska city boundary to Bluff Creek Drive. This project is financed with grant funds from the 2012 Regional Solicitation for Bike and Pedestrian Facilities and with Legacy Funds from Park and Trail allocation through the Metropolitan Council.

The second project continues the 2016 capital improvements. These projects include repurposing the Caretaker Houses at Baylor and Lake Minnewashta Regional Parks, Boat Access #2 at Lake Minnewashta Regional Park. Additional, funds are programmed to complete the trailhead at County Road 10 and the Dakota Rail Regional Trail. The funding source is County Program Aid.

Already budgeted is the charitable donation received for Coney Island of \$900,000. This item does not show up as a request. The budget was previously amended to include it. A subsequent amendment for an additional \$311,000 for eligible stewardship expenses is to take place later this year. Total funds for Coney Island are \$1,211,521.

Recommendation, it is requested that the Park Commission recommend to the County Board the requested 2017 CIP.

Attachment C: Capital Projects by Fund for 2015

DEPT.	CIP #	DESCRIPTION	2015		2016		County Administrator's Preliminary Recommendation	Inc./Dec
			Adopted	Division Director Request	2016	2016		
<b>Parks &amp; Trails Capital Improvements</b>								
		Extension of MN River Bluffs Regional Trail (Park & Trail Fund)	270,000	-	-	-	-	(270,000)
		Extension of MN River Bluffs Regional Trail (Federal)	649,600	-	-	-	-	(649,600)
		Extension of MN River Bluffs Regional Trail (CCRRRA)	73,000	140,000	140,000	140,000	140,000	67,000
		Extension of MN River Bluffs Regional Trail (CPA)	49,719	-	-	-	-	(49,719)
		CR10 / Dakota Rail Regional Trail Connection (CPA)	141,619	-	-	-	-	(141,619)
		Security gates- Minnewashta and Baylor Park (CPA)	100,000	-	-	-	-	(100,000)
		Repurposing Houses, Plans & Construction for Group Use Area & Trailhead(CPA)	-	79,904	79,904	79,904	79,904	79,904
		<b>34-520-XXX-XXXX-6610</b>	<b>1,283,938</b>	<b>219,904</b>	<b>219,904</b>	<b>219,904</b>	<b>219,904</b>	<b>(1,064,034)</b>
		<b>Fund 34 Total</b>	<b>1,283,938</b>	<b>219,904</b>	<b>219,904</b>	<b>219,904</b>	<b>219,904</b>	<b>(1,064,034)</b>
<b>Levy Dollars - Fund #34</b>								
<b>Building and Other Capital Improvements</b>								
		Master Space Plan Projects (CPA)	-	19,904	19,904	19,904	19,904	-
		Contribution to Agricultural Society 2013/2014 Building Projects (CPA)	60,000	60,000	60,000	60,000	60,000	-
		Security Task Projects- (CPA)	190,000	-	-	-	-	(190,000)
		TBD projects- (CPA)	41,338	-	-	-	-	(41,338)
		<b>30-XXX-XXX-XXXX-6630</b>	<b>291,338</b>	<b>79,904</b>	<b>79,904</b>	<b>79,904</b>	<b>79,904</b>	<b>(231,338)</b>
		<b>Fund #30 Total</b>	<b>291,338</b>	<b>79,904</b>	<b>79,904</b>	<b>79,904</b>	<b>79,904</b>	<b>(211,434)</b>
<b>Levy Dollars - Fund #30</b>								
<b>Regional Rail Authority Right-of Way Capital Improvements</b>								
		Contribution to County for FTE (levy)	36,000	41,000	41,000	41,000	41,000	5,000
		Extension of MN River Bluffs Regional Trail (levy)-to fund 34	73,000	140,000	140,000	140,000	140,000	67,000
		TBD Regional Rail Authority Projects and Stewardship (levy)	11,000	29,000	29,000	29,000	29,000	18,000
		<b>15-XXX-XXX-XXXX-6630</b>	<b>120,000</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>	<b>90,000</b>
		<b>Fund #15 Total</b>	<b>120,000</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>	<b>90,000</b>
<b>Levy Dollars - Fund #15</b>								
<b>Road &amp; Bridge Capital Improvements</b>								
		CSAH Regular funds transfer to Fund 03	100,000	100,000	100,000	100,000	100,000	-
		Wheelage tax funds transfer to Fund 35	-	315,000	315,000	315,000	315,000	315,000
		<b>03-304-000-0000-6520</b>	<b>100,000</b>	<b>415,000</b>	<b>415,000</b>	<b>415,000</b>	<b>415,000</b>	<b>315,000</b>
<b>Transfers</b>								
<b>Professional Services</b>								



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Department of Public Works

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---

## MEMO

**TO: Members of the Park Commission**

**FROM: Marty Walsh, Parks Director**

**SUBJECT: 2017 Operations and Maintenance Budget**

**DATE: July 8, 2016**

---

Attached for the Commission's review is the 2017 request for Operations and Maintenance Budget. It has been updated since the June 8, 2016 meeting with expenses related to salaries and benefits.

One other notable change is a forecast decrease in revenue due to a calculation formula error by the Metropolitan Council for Operations and Maintenance grant funding. The estimated reduction is \$19,000.

Overall, revenue is forecast at \$477,800 and expenses at \$1,157,000 which equates to a General Fund levy request of \$679,201.

Recommendation: It is requested that the Park Commission recommend approval of the 2017 Operations and Maintenance Budget.

**CARVER COUNTY PUBLIC WORKS  
2017 BUDGET SUMMARY  
PROGRAM ADMINISTRATION / LYNDON ROBJENT**

07/08/16  
11:41 AM

FUND / DEPT	DESCRIPTION	ACCOUNT	2015		2016		2017 REQUESTED	NOTES
			ACTUAL	AVERAGE	04/30 ACTUAL	BUDGET		
<b>PARKS - GENERAL</b>								
01-520	PARKS - ADMINISTRATION	000						
	ADMINISTRATION - REVENUE		(\$391,121)		(\$99,051)		(\$485,334)	(\$477,800)
	ADMINISTRATION - EXPENSES	000	\$894,971		\$224,925		\$1,137,530	\$1,157,001
	<b>FUND 01 NET</b>		\$493,850		\$125,874		\$652,196	\$679,201
01-520	PARKS							
	SALARIES & BENEFITS		\$599,495		\$181,743		\$744,316	\$764,874
	SERVICES		\$159,669		\$27,503		\$241,914	\$242,327
	SUPPLIES		\$111,800		\$13,959		\$121,800	\$123,300
	CAPITAL		\$7,959				\$26,000	\$26,000
	PROPERTY TAXES & OTHER		\$6,048		\$1,720		\$3,500	\$500
	<b>PARK EXPENSE SUMMARY TOTAL</b>		\$894,971		\$224,925		\$1,137,530	\$1,157,001

FUND / DEPT	DESCRIPTION	ACCOUNT NUMBER	2015		2016		2017 REQUESTED	NOTES
			ACTUAL	AVERAGE	03/31 ACTUAL	BUDGET		
01-520	PARKS							
	REVENUE							
	METRO COUNCIL O & M GRANTS	520-000-0000-5285	(\$115,778)		(\$27,667)		(\$158,000)	(\$139,000)
	PARKS & TRAILS FUND	520-000-0000-5350					(\$32,000)	(\$34,000)
	<b>PARK FEES</b>	<b>520-000-0000-5506</b>	(\$251,089)		(\$64,967)		(\$250,334)	(\$246,000)
	PROGRAM FEES	520-000-0000-5522	(\$1,410)		(\$2,100)		(\$16,500)	(\$21,000)
	SPECIAL EVENT FEES	520-000-0000-5523					(\$4,000)	(\$6,000)
	MISC FEE	520-000-0000-5528	(\$3,737)		(\$3,709)		(\$9,500)	(\$7,500)
	<b>COMMODITY AND PROPERTY SALES</b>	<b>520-000-0000-5844</b>	(\$8,563)		(\$98)		(\$9,500)	(\$9,000)
	MISCELLANEOUS OTHER REVENUE	520-000-0000-5857	(\$1,312)					
	MISCELLANEOUS RENTAL REVENUE	520-000-0000-5867	(\$7,333)					
	<b>DAMAGE DEPOSITS</b>	<b>520-000-0000-5869</b>	\$17					
	TRANSFERS FROM OTHER FUNDS	520-000-0000-5880						
	REFUNDS & REIMBURSEMENTS	520-000-0000-5899	(\$1,926)		(\$510)		(\$15,000)	(\$15,000)
	<b>TOTAL REVENUE</b>		(\$391,121)		(\$99,051)		(\$485,334)	(\$477,800)

DECREASE DUE TO MET COUNCIL ERROR

FUND / DEPT	DESCRIPTION	ACCOUNT NUMBER	2012 - 14 AVERAGE		2015 ACTUAL		2016 BUDGET		2017 REQUESTED		NOTES
	<b>EXPENDITURES</b>										
	SALARIES & WAGES-PERMANENT	520-000-0000-6111	\$362,914	\$431,288	\$130,424	\$442,836	\$458,864				
	SALARIES & WAGES-PART TIME	520-000-0000-6112	\$88,386	\$85,318	\$1,966						
	SALARIES & WAGES-OVERTIME	520-000-0000-6113	\$5,823	\$3,271	\$1,592	\$6,035	\$7,000				
	SEVERANCE ALLOWANCE	520-000-0000-6116	\$95								
	CAFETERIA CONTRIBUTIONS	520-000-0000-6121	\$54,813	\$70,715	\$23,240	\$69,720	\$69,720				
	PER DIEM	520-000-0000-6125	\$2,280	\$3,120		\$2,500	\$2,500				
	OPEB	520-000-0000-6150	\$3,544	\$9,070		\$9,921	\$10,983				
	COMPENSATED ABSENCES	520-000-0000-6151	\$966	\$8,097		\$1,123	\$1,037				
	HEALTH AND LIFE INSURANCE	520-000-0000-6152	\$8,649	\$12,715	\$3,946	\$11,832	\$11,836				
	MEDICARE	520-000-0000-6155	\$6,508	\$7,610	\$1,849	\$6,465	\$6,756				
	P.F.R.A.	520-000-0000-6162	\$27,078	\$34,358	\$9,749	\$33,444	\$34,940				
	F.I.C.A.	520-000-0000-6172	\$27,826	\$32,538	\$7,905	\$27,648	\$28,884				
	WORKER'S COMPENSATION	520-000-0000-6173	\$9,483	\$18,378		\$17,486	\$14,331				
	LONG TERM DISABILITY INS	520-000-0000-6175	\$1,130	\$1,292	\$366	\$1,292	\$1,098				
	<b>SALARIES &amp; WAGES-PART TIME</b>	<b>520-000-9994-6112</b>		\$172	\$2,300	\$101,914	\$105,362				
	<b>MEDICARE</b>	<b>520-000-9994-6155</b>		\$2	\$33	\$1,475	\$1,529				
	<b>F.I.C.A.</b>	<b>520-000-9994-6172</b>		\$11	\$143	\$6,314	\$6,534				
	<b>WORKER'S COMPENSATION</b>	<b>520-000-9994-6173</b>		\$11	\$143	\$4,311	\$3,500				
	PUBLICATIONS & BROCHURES	520-000-0000-6232	\$1,920	\$2,230		\$3,000	\$2,700				
	PUBLICITY, SUBSCRIPTIONS & DUES	520-000-0000-6240	\$2,620	\$2,353	\$1,498	\$2,800	\$2,800				
	ADVERTISING & LEGAL NOTICE PUB	520-000-0000-6241		\$69	\$69	\$2,000	\$2,000				
	ELECTRICITY	520-000-0000-6251	\$16,592	\$15,440	\$2,396	\$18,000	\$18,000				
	REFUSE COLLECTION	520-000-0000-6252	\$7,243	\$5,222	\$417	\$6,000	\$6,800				
	PROFESSIONAL & TECH. FEES	520-000-0000-6260	\$76,350	\$93,198	\$15,455	\$150,001	\$150,000				
	DATA PROCESSING SERVICES	520-000-0000-6263	\$2,567	\$2,902	\$983	\$2,800	\$3,000				
	SOFTWARE LICENSING FEES	520-000-0000-6265									
	DUST CONTROL	520-000-0000-6288	\$3,224		\$1,312	\$1,600	\$1,200				
	VEHICLE MAINTENANCE & REPAIR	520-000-0000-6312	\$3,697	\$1,654		\$2,500	\$2,500				
	BUILDING & STRUCTURE REPAIR	520-000-0000-6313	\$7,890	\$10,259	\$330	\$6,000	\$8,000				
	MACHINERY & EQUIPMENT REPAIR	520-000-0000-6314	\$2,006	\$670		\$2,500	\$2,500				
	EMPLOYEE MILEAGE ALLOWANCE	520-000-0000-6331	\$1,695	\$2,756	\$482	\$2,500	\$2,800				
	CONFERENCE & TRAINING	520-000-0000-6332	\$1,498	\$3,560	\$105	\$3,000	\$3,500				
	RENTALS	520-000-0000-6340	\$12,643	\$13,246	\$2,454	\$16,500	\$15,274				
	INSURANCE PREMIUM	520-000-0000-6350	\$11,713	\$11,713		\$11,713	\$11,713				
	MISCELLANEOUS EXPENSES	520-000-0000-6379	\$3,423	\$4,413		\$3,500	\$4,000				
	RECREATION PROGRAMS & SPECIAL EVENTS	520-000-0000-6386	\$4,588	\$5,588	\$2,002	\$7,500	\$7,540				
	OFFICE SUPPLIES	520-000-0000-6401	\$4,405	\$5,241	\$1,002	\$4,650	\$5,150				
	GENERAL OPERATING SUPPLIES	520-000-0000-6420	\$2,368	\$2,938	\$214	\$6,800	\$3,500				
	CUSTODIAL SUPPLIES	520-000-0000-6422	\$5,488	\$5,322	\$7	\$6,500	\$6,500				
	LP GAS	520-000-0000-6425	\$14,992	\$8,544	\$3,220	\$18,000	\$16,000				
	GROUPS KEEPING SUPPLIES	520-000-0000-6426	\$18,453	\$18,339	\$2,821	\$17,000	\$20,700				
	BUILDING SUPPLIES	520-000-0000-6427	\$5,189	\$5,243	\$558	\$5,000	\$6,000				
	RECREATION SUPPLIES	520-000-0000-6452	\$17,615	\$20,316	\$1,959	\$16,000	\$16,000				
	REFERENCE BOOKS & LIBRARY MAT.	520-000-0000-6453				\$150	\$150				
	UNIFORMS & CLOTHING	520-000-0000-6457	\$1,865	\$2,057	\$1,700	\$2,500	\$3,500				
	TOOLS & SHOP MATERIALS	520-000-0000-6464	\$2,302	\$2,358	\$6	\$2,400	\$2,500				
	NON-CAPITALIZED EQUIPMENT	520-000-0000-6480	\$4,318			\$5,000	\$9,000				
	GASOLINE	520-000-0000-6561	\$7,503	\$4,714	\$307	\$8,000	\$7,000				
	DIESEL	520-000-0000-6562	\$17,683	\$11,767	\$1,003	\$19,000	\$15,000				
	MOTOR OIL & LUBRICANTS	520-000-0000-6563	\$558	\$359	\$14	\$800	\$800				
	MACHINERY PARTS	520-000-0000-6564	\$4,566	\$7,715	\$755	\$5,000	\$6,500				
	VEHICLE PARTS	520-000-0000-6566	\$4,495	\$3,896	\$393	\$5,000	\$5,000				
	SITE & GROUNDS IMPROVEMENTS	520-000-0000-6610	\$7,959	\$17,974		\$26,000	\$26,000				
	REFUNDS	520-000-0000-6810	\$3,820			\$500	\$500				
	PROPERTY TAXES	520-000-0000-6825	\$2,228	\$2,376	\$1,720	\$3,000	\$3,000				
	<b>TOTAL EXPENSE</b>		\$884,971	\$1,012,398	\$224,925	\$1,137,530	\$1,157,001				

See "9994" accounts in bold listed below