



Parks & Recreation Commission Meeting

Wednesday December 13, 2023

Public Works

11360 Hwy 212 W

Cologne, MN 55322

6:30 pm Regular Meeting

AGENDA

- 1)** Call to Order (6:30 p.m.)
- 2)** Roll Call (6:30 p.m.)
- 3)** Approval of Agenda (6:31 p.m.)
- 4)** Approval of the November 8, 2023, Regular Meeting Minutes (6:32 p.m.)
- 5)** Commissioner Liaison Report (6:35 p.m.)
- 6)** Open to the Public (6:40 p.m.)
- 7)** New Business (6:45 p.m.)
 - a.** Special Use Permit – Frozen Fairway
 - b.** 2024 Lifeguard Services at County Beaches
- 8)** Informational Items (7:15 p.m.)
 - a.** 2024 – 2028 Capital Investment Program
- 9)** Staff Reports (7:30 p.m.)
 - a.** General Operations & Recreation Services
 - b.** Maintenance and Natural Resources Operations
 - c.** Administrative Update
- 10)** Commission Member Reports (8:00 p.m.)
- 11)** Next Meeting Date (8:05 p.m.)
 - a.** January 10, 2024
- 12)** Adjourn (8:10 p.m.)

Upcoming Events and Activities

1/5/24: Winter Rentals Begin (weather dependent)
January 6, 12, 20, & 26: Sun Room Informal Open Houses
1/16/24: Paradise Commons Ribbon Cutting
1/27/24 & 2/17/24: Candlelit Nights at Baylor
February TBD: Coney Island Monument Recognition

CARVER COUNTY



Parks & Recreation Commission Meeting

Wednesday November 8, 2023

Public Works

11360 Highway 212

Cologne, MN 55322

6:30 pm Regular Meeting

MINUTES

- 1) Call to Order (6:30 p.m.)
 - a. M. Johnson called the meeting to order at 6:37pm.
- 2) Roll Call (6:30 p.m.)
 - a. Present: Jenn Brewington, Christine Fenner, Makiza Johnson, Curt Kobilarcsik, and Mark Lagergren
 - b. Absent: Reid Welch & Scott Knight
 - c. Staff: Marty Walsh, Sam Pertz, Jake Sandvig, & Hope Mack
- 3) Approval of Agenda (6:31 p.m.)
 - a. Motion to approve made by J. Brewington, Seconded by C. Fenner Passed 5-0
- 4) Approval of the October 11, 2023, Regular Meeting Minutes (6:32 p.m.)
 - a. Motion to approve made by M. Lagergren, Seconded by J. Brewington Passed 5-0
- 5) Commissioner Liaison Report (6:35 p.m.)
 - a. Commissioner Lynch reported that the Senate Bonding Tour at Lake Waconia Regional Park was successful and we're hopeful to proceed with Phase III plans.
- 6) Open to the Public (6:40 p.m.)
 - a. N/A
- 7) New Business (6:45 p.m.)
 - a. Metropolitan Regional Parks 2024 CIP Request
 - i. M. Walsh explained that with Carver County's estimated funding allocation of \$778,748, the goal is to replace the aged playgrounds at Baylor Regional Park. Along with this, revising the park's Master Plan would also take place.
 1. Motion to approve made by M. Lagergren, Seconded by M. Johnson Passed 5-0
 - ii. Request from the Southwest Trail Association to use a portion of the Dakota Rail Regional Trail. Scott Wakefield presented the steps the association has taken to plan a route, obtain approval from all affected homeowners, and meet all city and county requirements. Local business owners also spoke in favor of creating the trail connection. Walsh stated that use of the trail for snowmobiling does follow the Master Plan.
 1. Motion to approve with added signs on county roads 30 & 33 and recommend to the County Board made by M. Lagergren, Seconded by J. Brewington Passed 5-0
- 8) Discussion Items (7:15 p.m.)



- a. 2024 Lifeguard Services at County Beaches
 - i. S. Pertz reviewed the County's history of providing lifeguard services, issues in finding a provider, and factors to consider on managing lifeguards internally. Feedback from Commission Members is to outline a recruitment strategy and schedule and attempt to implement County supplied lifeguards. If unsuccessful, we will then communicate to the public the steps we took and that our beaches will be open at an unguarded status.
- 9) Staff Reports (7:30 p.m.)
 - a. General Operations & Recreation Services
 - i. The ribbon cutting celebration for Paradise Commons is planned for 12/12/23.
 - b. Maintenance and Natural Resources Operations
 - i. Docks, piers, umbrellas, and picnic tables are removed for the winter. Tree removals have taken place, and the groomers are ready for when snow comes.
 - c. Administrative Update
 - i. Work at Paradise Commons continues with site grading, flooring, and painting. We are hopeful to get the keys by December 1. Demolition of the WEC will occur in late November, and staff are working to finalize the language for the memento. Baylor boardwalk and Lake Minnewashta playground design work is beginning, and we have a purchase agreement for a segment of the Lake Minnetonka LRT.
- 10) Commission Member Reports (8:00 p.m.)
 - a. M. Lagergren reported the cross country meets at Baylor were very successful, they'll be back again next year.
 - b. C. Kobilarsik's and S. Knight's terms will be ending next month.
 - c. Excited for opening Paradise Commons.
 - d. Questioned new cannabis regulations.
- 11) Next Meeting Date (8:10 p.m.)
 - a. December 13, 2023
- 12) Adjourn (8:15 p.m.)
 - a. Motion to adjourn at 8:38pm made by M. Johnson, Seconded by J. Brewington Passed 5-0

Upcoming Events and Activities

11/18, 11/25, 12/1, 12/8, & 12/15: Sun Room Informal Open Houses
12/12/23: Paradise Commons Ribbon Cutting
1/27/24 & 2/17/24: Candlelit Nights at Baylor

CARVER COUNTY



MEMO

TO: Members of the Park Commission
CC: Martin Walsh, Parks & Recreation Director
FROM: Sam Pertz, Parks & Trails Supervisor
SUBJECT: Special Event Use Permit Request –Waconia Dandy Lions Frozen Fairway Ice Golf Tournament
DATE: December 8, 2023

This memorandum outlines the pertinent details for review and recommendation for issuance of a Special Event Use Permit to the Dandy Lions Club of Waconia. The permit allows for a community fundraiser event by ways of an ice golf tournament to be conducted on County park property.

“Frozen Fairway” Ice Golf Tournament & Fundraiser

- **Date:** Saturday February 3, 2024
 - Site and grounds work for course set up will occur on February 2
 - Dandy Lions members will be on/off site between 7am – 7pm on both dates
- **Location:** Lake Waconia Regional Park, 8170 Paradise Ln.
 - The park grounds will be used for the temporary golf course
 - The Sun Room and Paradise Commons will be used for event registration, a social area, food/drink, restroom access etc.
- **Purpose:** Community fundraiser and social event. A portion of the event proceeds are donated back to the local communities.
- **Key Event Operational Details:** 9-18 holes of a golf course temporarily designed on park grounds; full bar services (beer and wine) for sale (key revenue generator); food (BBQ items) for sale; live music/band; daytime event hours – this is not a nighttime event; inside social (Sun Room) atmosphere.
- **Estimated Attendance:** 150-200 people will be involved in the event, including participants and event coordinators/volunteers.
- **Impact/Use of Park Property:** The event will function mostly on the park grounds to conduct an informal ice golf tournament (site map provided at meeting). Park Maintenance will support the event by preparing the grounds for golf hole(s) with snow & ice removal work as needed based on the winter conditions. The Sun Room and Paradise Commons will be reserved for purposes of event registration, socialization area out of the elements, and where food and drink will be available. The event attendees will utilize most of the available parking. Standard park operations and amenities, including access to the sledding hill for non-event park visitors, will be managed.
- **Required Permit Items Obtained & Reviewed:** Yes, process underway. Outstanding items are the liability insurance policy covering the event as well as liquor liability coverage and any required permits from the City of Waconia related to amplified music. The bar service (Waconia Lions Club) for this event will renew its insurance policy on January 18, 2024. The event coordinator has indicated the required coverage by the County for general liability and liquor liability will be met when the policy is renewed. Staff will denote this outstanding item on the board action form when scheduling it for County Board consideration. Receival of the policy and County staff review will be on a tight schedule, but should be feasible with close attention by both the event coordinator and staff.

- **Significant Elements/Items of Attention:** Commission members should be aware this permit request involves the authorization to sell/distribute alcohol on County park property. Sound risk management measures have been applied, through requiring a licensed liquor service provider and requiring insurance coverage to the County standards. Additionally winter activities/events are subject to snow & ice impacts on roadways, walkways, parking areas, and in general park grounds. Often these conditions increase user safety concerns. Department Maintenance will, as has been the approach in past years, be responsible for snow & ice removal on walking areas/trails, parking lots, and other key areas within the event operational area.
- **Permit Fees:** Applicable fees following the proposed 2024 County Fee Schedule will be applied.
- **Years with County Issued Use Permit:** This is the first year the organization has requested a SUP.
- **Staff Notes:** This event is a great example of how County park property and facilities can support community events. A large portion of the revenue generated from this event is returned to the Community by the Club. If authorized, this event will be the first to use Paradise Commons. Coordination with the Dandy Lions to process their permit request has been successful.

Recommendation: It is requested that the Park Commission recommend to the County Board issuance of a special event use permit to the Dandy Lions of Waconia to conduct a community special event of ice golf tournament and fundraiser at Lake Waconia Regional Park on February 3, 2024 contingent upon the completion of all outstanding permitting items.



**Carver
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11360 Highway 212 West, Suite 2
Cologne, MN 55322

MEMO

TO: Park & Recreation Commissioners
FROM: Sam Pertz, Parks & Trails Supervisor
CC: Martin Walsh, Parks & Recreation Director
SUBJECT: 2024 Lifeguard Services
DATE: December 7, 2023

Staff have developed service model options and estimated costing for discussion and consideration by the Park Commission. An implementation timeline is also provided should the Commission make recommendation to the County Board to pursue a lifeguard program for 2024. Additional information for service level/comparison is provided for further context as it would relate to what other metro county park agencies are managing in this area.

There is a range of examples within the regional park system for lifeguard services. Some agencies manage manmade swimming facilities, both aquatics parks and "swim ponds." In these instances (Three Rivers Park District & Anoka County) the natural beach facilities at the regional parks in their system are operated as unguarded facilities. This operation is driven by level of use and prioritizing limited staffing resources to the highest use facilities.

Service Options & Estimated Costs

Option A

Unguarded beach facilities at all Carver County park locations. Baylor Regional Park has operated as an unguarded location for over 10 years and Lake Waconia Regional Park went unguarded for the 2023 season. Lake Minnewashta Regional Park would operate as an unguarded, swim at your own risk facility. This option could be described as cost savings for the County; however, it comes at the price of service reduction to County residents.

Option B

Lifeguard services at both Lake Waconia and Lake Minnewashta beach facilities at the level of service as has been the County's standard for the past 15+ years. Department reorganization of FTE for the Recreation Educator position from .6 to 1.0 to account for the added work and responsibility of managing the lifeguard service, staffing, and overall program. Estimated cost \$110,981 in which \$56,930 is the cost of seasonal staff working as certified lifeguards pertaining to labor and training (certification course and training labor).

Option C

Lifeguard services at both Lake Waconia and Lake Minnewashta beach facilities at the level of service as has been the County's standard for the past 15+ years. Department reorganization of FTE for the Recreation & Volunteer Specialist from a DBM of B23 to C41. Estimated cost of \$62,430 in which \$56,930 is the cost of seasonal staff working as certified lifeguards pertaining to labor and training (certification course and training labor).

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The Department has programmed approximately \$60,000 in 2024 for lifeguard services. Due to a reduction in service in 2023, approximately \$31,000 was unutilized and will roll over to 2024. The Department would be able to fund a portion of the increased cost for this service in 2024 within the existing budget. Thereafter the increased costs would be included in the budget process as new operating costs.

Draft Schedule & Key Milestones

- Park Commission recommendation of 2024 program to County Board: December 13, 2023
- County Board authorization for 2024 lifeguard services: January 2024
- Job description reclassification and FTE reorg: December – March
 - o Internal & external work/review
 - o County Board authorization of FTE reorganization (Late February)
 - Budget amendments (if needed)
- Recruitment & Hiring of Seasonal Lifeguards: January – May
 - o Retool Outdoor Recreation Instructor job description (internal work): late December – early January
- PR on Services: Mid-May
 - o Committing to services and service level
- Lifeguard Training: Late-May
- Potential start of lifeguard service: June 8, 2024

There are a few alternations that could be made to the level of lifeguard service provided, specifically if priority of service was considered. This would be a way of containing costs and would potentially position the County to be more successful delivering the service at a consistent level as the biggest challenge will be employing seasonal workers. That decision could be delayed and made at a later point after several months recruiting and hiring new employees.

The three options listed above have a few pros and cons to each of them. Of the options, staff recommend option B as the pros to this option in elevating the Recreation Educator position to a 1.0FTE would bring increased capacity throughout the year to the County's ability to respond to and perform outdoor recreation services for County residents.

Recommendation: It is requested that the Park Commission make a recommendation to the County Board for option B to include the County's standard level of beach lifeguard services and increasing the FTE level of the existing .6 Recreation Educator position to 1.0 where the lifeguard program responsibilities will be assigned.



**Carver
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11360 Highway 212 West, Suite 2
Cologne, MN 55322

MEMO

TO: Park Commissioners
FROM: Martin Walsh, Parks and Recreation Director
CC:
SUBJECT: 2024 Capital Improvement Planning
DATE: December 8, 2023

Attached is a graphic representation of planned Capital Improvement for 2024 and proposed Capital Improvement for 2025 –2028.

Projects in 2024 include:

Baylor Regional Park Boardwalk Construction

Plan development for the Boardwalk is nearing completion. The design would reconstruct a wooden boardwalk in its present location. A bid alternate to construct it from composite materials is also being considered. It is planned that advertising for bids would occur shortly after the new year. Funding for the project is provided by 2023 legislature for Metropolitan Regional Park System Modernization and Matched with Metropolitan Council Bonds. The allocated amount for this project is \$467,000.

Dakota Rail Regional Trail Crane Creek Bridge Repair

Plan development is just getting underway for the replacements of the deteriorated bridge abutments and leaning wingwalls. Work is also underway to secure easements from private property owners for access to the site, as the corridor does not allow for access by heavy construction traffic, and staging for construction equipment and materials. Timing for construction activities is likely to occur mid-summer or early fall as low water conditions are needed. Funding for the project is programmed to come from the Carver County Regional Railroad Authority budget. An engineer's estimate is not yet available. The anticipated cost is approximately \$100,000.

Dakota Rail Regional Trail

The 12.5-mile segment of trail in Carver County is planned to be seal coated, including parking lots in Mayer and New Germany. Additionally, several sections of the trail have severe longitudinal cracking and irregular settlement causing depressions which hold water. Work is underway to obtain a recommendation on a method of repair and cost estimate. Programmed funding would come partially from the General Fund and from additional Operations and Maintenance Funding provided by the 2023 Legislature.

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Lake Minnewashta Park Playground Reconstruction

Public engagement activities of on-site pop-up meetings, on-line surveys, engagement with elementary school children, and virtual open houses have been completed. Playground planning is nearing the final stages of design. The project is expected to be let for bid January - February of 2024. Programmed funding for this project is up to \$1,275,000 from Parks and Trails Funding passed by the 2023 Legislature would be available.

Minnesota River Bluffs Regional Trail, Merriam Junction Trail Segment

This project is being led by Scott County and constructs an approximate 3-mile trail segment south of the Minnesota River between the City of Carver and Hwy 169 in Scott County. Work is expected to get underway during the fall of 2024. Carver County has been requested to participate in financing the construction of the bridge over the MN River. The anticipated cost to Carver County is \$1,400,000. Potential funding sources are from a sale of a portion of the former Union Pacific railroad corridor to the Regional Park System and Active Transportation Funding.

Minnesota River Bluffs Regional Trail, Circle the Brick Trail Segment

This project is being led by the City of Chaska and constructs a nearly 3-mile trail segment from Athletic Park to the Chaska East Creek Diversion Channel in the former Union Pacific Railroad corridor. Plans for this project are at 60%. Construction is anticipated to start early summer of 2024. The current estimated cost participation by Carver County into this project is \$1,600,000. Potential fundings sources are a sale of a portion of the former Union Pacific railroad corridor to the Regional Park System and Active Transportation Funding.

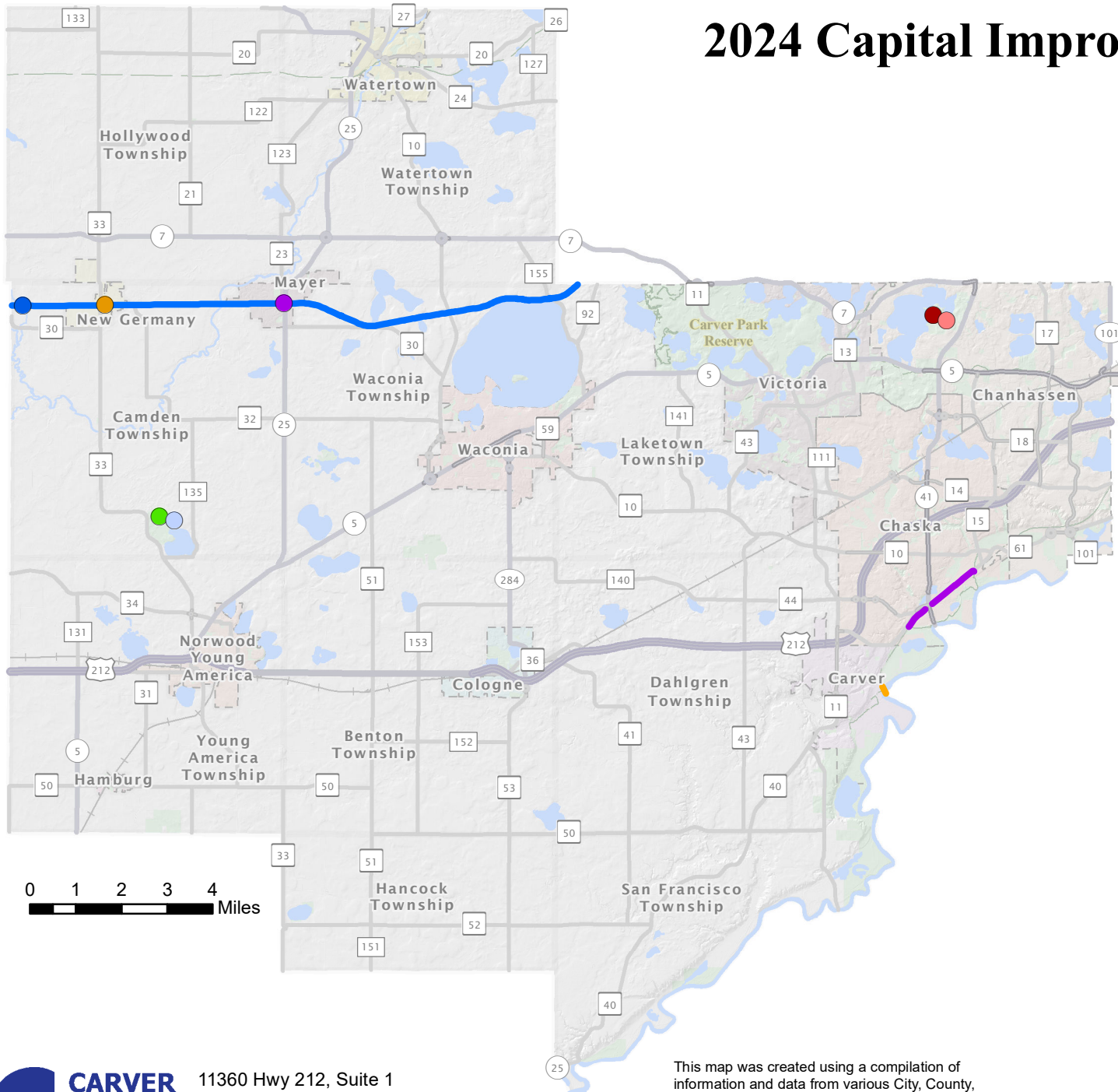
Stewardship Projects

Projects being considered for 2024 include replacing the entrance signs at Baylor and Lake Minnewashta Regional Parks. Other projects at Lake Minnewashta Regional Park include replacing the septic system at the beach restroom and replacing roofs on both the beach restroom and beach shelter. Programmed funding would come partially from the General Fund and from additional Operations and Maintenance Funding provided by the 2023 Legislature.

2025-2028 Projects

These projects are also graphically represented on the attached for our park and trail areas. Financial commitment to these projects will occur in future budget cycles. Additionally, these projects will be programmed into the strategic capital investment program that is currently in progress with our consultant developing that plan.

2024 Capital Improvement Plan



Projects

- Baylor Regional Park Boardwalk Reconstruction
- Baylor Regional Park Stewardship (Replace Entrance Signage)
- Dakota Rail Regional Trail Crane Creek Bridge Repair
- Dakota Rail Regional Trail Mayer Parking Lot Seal Coat
- Dakota Rail Regional Trail New Germany Parking Lot Seal Coat
- Lake Minnewashta Regional Park Playground Reconstruction
- Lake Minnewashta Regional Park Stewardship (Beach Shelter Roofing, Beach Restroom Septic Repair & Roofing, Replace Entrance Signage)
- Merriam Junction Trail - Scott Co. Connection
- Dakota Rail Regional Trail, Crack Seal, Seal Coat and Pavement Replacement
- Circle the Brick Trail

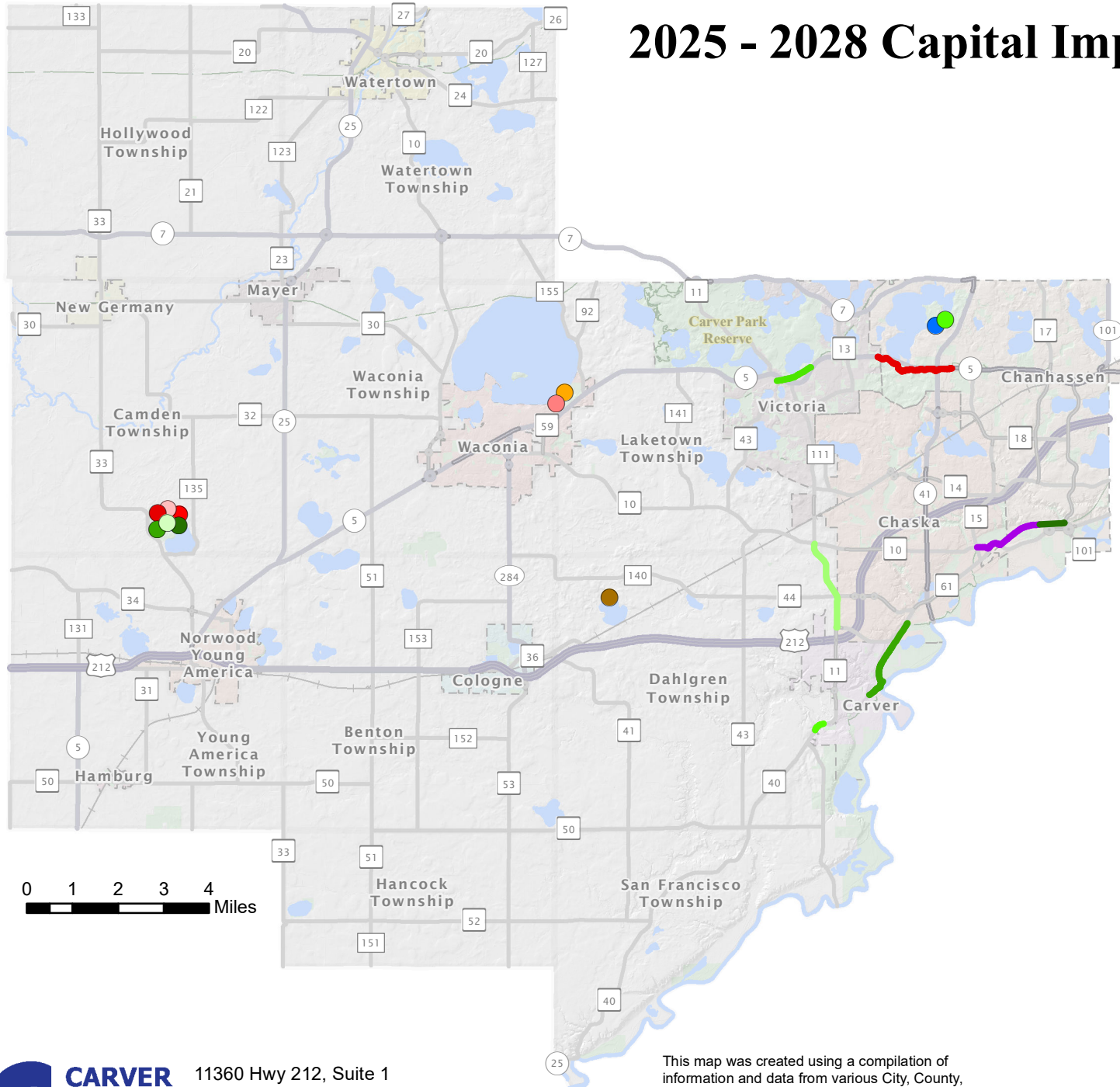


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11360 Hwy 212, Suite 1
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Created: 11/27/2023

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2025 - 2028 Capital Improvement Plan



2025 Projects

- Baylor Park Stewardship (Visitor Center, Double Door, Gravel Overlay)
- Lake Minnewashta Stewardship (Wooden Staircase for Picnic Areas, Painting Lakeview Shelter)
- Baylor Regional Park Playground Reconstruction
- Baylor Regional Park Pavement Seal Coat
- County Road 11 Trail Crack Fill and Seal Coat (Year After)
- County Road 40 Trail Crack Fill and Seal Coat (Year After)
- Lake Minnetonka Regional Trail Crack Fill and Seal Coat
- Minnesota River Bluffs Regional Trail Crack Fill and Seal Coat
- Minnesota River Bluffs Regional Trail Aglime Resurfacing

2026 Projects

- Baylor Regional Park Upgrade
- Campground Electrical Service to 50 Amp
- Lake Waconia Regional Park Pavement Crack Fill and Seal Coat
- Baylor Regional Park Concrete Disc Golf Tee Pads
- Baylor Regional Park Asphalt Road Reconstruction
- Highway 5 Regional Trail Crack Fill and Seal Coat

2027 Projects

- Minnesota River Bluffs Regional Trail Crack Fill 1/2 Trail - Seal Coat Entire Trail

2028 Projects

- Lake Minnewashta Regional Park Crack Fill and Seal Coat

Unprogrammed Projects

- Waconia Regional Park Phase III Development
- Miller Lake Land Acquisition



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