



**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN 55322

**Park & Recreation Commission (Virtual) Meeting
6:30pm
Wednesday, December 8, 2021**

Microsoft Teams Virtual Meeting Access Options:
Join on your computer, mobile app or video conferencing device
[Click here to join the meeting](#)

Video Conference ID: 115 618 896 3

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 952-955-9449,,916433355#](#)

Phone Conference ID: 916 433 355#

Agenda

- 1) Call Meeting to Order, Roll Call (6:30 p.m.)
- 2) Introduction of Hope Mack, Park Administration Assistant (6:30 pm)
- 3) Approval of the November 10, 2021 Regular Meeting Minutes (6:35 p.m.)
- 4) Additions or Deletions to the Agenda (6:36 p.m.)
- 5) Approval of Agenda (6:37 p.m.)
- 6) Commissioner Liaison Report (6:38 p.m.)
- 7) Open to the Public (6:40 p.m.)
- 8) New Business (6:45 p.m.)
 - a. Special Use Permit Request: Winter Polar Plunge, Presented by Special Olympics Minnesota
- 9) Discussion
 - a. Winter Recreation Operations
- 10) Staff Reports (7:30 p.m.)
 - a. Waconia Regional Park Waterfront Service Center Update
 - b. Coney Island Vault Latrines
 - c. TH 5 Regional Trail
 - d. Park General Operations & Recreation Services
 - e. Maintenance and Operation Report
- 11) Commission Member Reports (7:50 p.m.)
- 12) Set Next Meeting Date (7:55 p.m.) – January 12, 2022
- 13) Adjourn Meeting (8:00 p.m.)

Please note if a Commission Member cannot attend the meeting, please call the Park Office at 952-466-5250.

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Draft

Meeting Minutes

November 10, 2021

Members Present: Gerald Bruner, Mark Lagergren, Jim Boettcher, Scott Welvaert, Scott Knight (joined late at approximately 6:45p.m.)

Staff Present: Sam Pertz, Martin Walsh, Jacob Sandvig

Call to Order: Bruner called the meeting to order at **(6:31p.m.)**

Approval of Minutes: **(6:33p.m.)**
Boettcher motioned to approve the minutes of the September 8, 2021 meeting.
Welvaert seconded the motion.
Motion passed 4 to 0.

Staff Introductions: **(6:35p.m.)**
Marty Walsh, Parks Director introduced new employee Jacob Sandvig in the position of Parks and Natural Resources Supervisor to the Commission.

Additions/Deletions to the Agenda: **(6:40p.m.)**
No Additional Items.

Approval of Agenda: **(6:41 p.m.)**
Welvaert motioned to approve meeting agenda.
Boettcher seconded the motion.
Motion passed 4 to 0.

Commissioner Liaison Report: **(6:43p.m.)**
Commissioner Lynch shared his comments of appreciation for a nicely organized and facilitated grand opening celebration for the Hwy5/Arboretum Regional Trail in October 19th. He also shared his comments of excitement in work occurring that continues with the development of the Waterfront Service Center at Lake Waconia Regional Park.

Open to the Public: **(6:47p.m.)**
None Present

New Business **(6:50p.m.)**
a. Special Use Event Permitting Policy

Staff shared the draft copy of the policy document with the Commission. The recommended updated policy reflects the two tiers a use permit request might follow. One tier accommodates large scale, often professionally organized events. The other tier is intended to better accommodate local unorganized groups seeking park properties to conduct fundraiser events, scouting camps, club fishing tournaments etc. The details to the proposed tiers were explained. Good conversation and discussion were had around the reasoning as to what work needs to occur that ultimately protects the County and allows a permit to be produced. Generally, the Commission was supportive of the approach. It was requested to include language in the policy that would allow a local event group a (90) day minimum period as compared to staff's recommendation of a (120) day minimum lead time.

The commission took action to recommend the policy update to the County Board.
Boettcher motioned to approve Special Use Event Permitting Policy.
Welvaert seconded the motion.
Motion passed 5 to 0.

No further comments or questions.

b. Draft Destination Regional Trail Snow Removal Compensation Policy

Staff presented a draft policy that responds to the request(s) of several local municipalities seeking approval to maintain certain regional trails owned/operated by the County during the winter season as it relates to snow and ice removal. The policy language includes who is responsible for the work, what the terms/deliverables are, and anticipated expenses to the County under this arrangement. The Commission had good conversation around this subject, generally understanding and supporting the policy as staff have it drafted. Some concerns and comments were made around the expense the County would incur. It was suggested by several members that the cities should be permitted to perform the work; however, a charge is not to be issued to the County. Discussion continued, where ultimately the Commission took action to recommend the policy to the County Board.

Boettcher motioned to approve Draft Destination Regional Trail Snow Removal Policy.
Welvaert seconded the motion.
Motion passed 5 to 0.

No other questions or comments.

Discussion: (7:35 p.m.)

a. Waterfront Service Center Lake Waconia Regional Park

Staff provided an update on recent work regarding the Waterfront Service Center under planning for construction at Lake Waconia Regional Park. Since the September Park Commission meeting, staff meet in a workshop session with the County Board to further define proposed project details and related costs. Staff explained that Board members are seeking further value engineering of the existing plans, including changes to the size and height of the building, building materials, and landscaping. Additionally, the County Board indicated consideration to move from a metal roof to a shingled roof due to a cost saving opportunity. Staff also relayed to the Commission the County Board's preference to remove food concessions from the building plans and indicated the reasoning was generally around a thought that increased capacity to the activity room was a better value to the public and local events groups. This preference also suggests a change in room capacity to the current design from 60 to 80 people.

The commission had good conversation around the topic, particularly the activity room capacity. Feedback was supportive of the desired changes by the County Board. There was some questioning about how food service would be available to the patrons and those renting the activity room, specifically if food trucks will be allowed to operate within the park. Staff indicated that yes, food trucks would be welcomed, but cautioned the commission to the idea that food trucks will not be there daily/routinely, but rather when demand/viability/profitability of this service is strongest.

Staff Reports: (8:05 p.m.)

a. Youth Member Appointment

Staff stated it has been communicated from County Administration that there is interest by the County Board to establish a youth member on the Parks Commission. Staff are looking into the details to this in relation to County Ordinance.

b. Coney Island Vault Latrines

Staff shared with the Commission the final design and planning documents for what is intended to be constructed on Coney Island. Additionally, staff indicated this project to be of very high priority in the 2022 work program, with a schedule at this juncture to complete the work in the late spring of the year.

c. Minnesota Astronomical Society Lease Agreement

Staff updated the Commission on the fact that the Minnesota Astronomical Society operates their facilities at Baylor Regional Park per a lease agreement. The current agreement is coming to terms soon. The Astronomical Society Board representatives are seeking some updates/changes to the lease terms. Staff indicated that when work has progressed on the next agreement, that work will be brought back to the Commission.

d. TH 5/Arboretum Regional Trail

Staff shared with the Commission that this trail project is generally complete. The public will be notified of the opening here this month. Furthermore, a very nice ribbon cutting event occurred on October 19th that celebrated the work and partnerships to create the facility.

e. Park General Operations & Recreation Services

It was relayed that the campground and all-day-use picnic shelter areas are now officially closed for the season (occurred in October). Focus now is being switched from summer and fall operations to preparing for the winter season, to include planned outdoor recreation programs/events and equipment rental services. Staff also indicated staff recruitment work is a focus going into the winter season, specifically in the effort to solicit another set of volunteer campground hosts.

f. Maintenance & Natural Resource Operations

Staff provided a listing of the areas of focus for the parks maintenance group, to include docks and piers removal, seasonal tasks, and final winterization of facilities with also a strong focus on necessary tree removal in the park areas before the snow load arrives.

Commission Member Reports: (8:22 p.m.)

No member reports shared.

Next Meeting Date: (8:23 p.m.)

Next meeting will be on December 8, 2021 at 6:30p.m.

Location Microsoft Teams (virtual) meeting.

Adjourn Meeting: (8:26 p.m.)

Boettcher motioned to adjourn the meeting.

Welvaert seconded the motion.

Motion passed 5 to 0.



**Carver County
Parks & Recreation**

11360 Highway 212 West, Suite 2
Cologne, MN 55322

MEMO

TO: Members of the Park Commission

CC: Martin Walsh, Parks & Recreation Director

FROM: Sam Pertz, Parks & Recreation Supervisor

SUBJECT: Request for Special Event Use Permit: Special Olympics MN Polar Plunge Fundraiser

DATE: December 1, 2021

Special Olympics Minnesota has requested a Use Permit to conduct a Polar Plunge event at Lake Waconia Regional Park. This memorandum outlines the pertinent details for review and to recommend issuance of a Use Permit consistent with County Ordinance Chapter 91: Parks and Recreation and consistent with EO 21-04.

Special Olympics Minnesota – Polar Plunge Fundraiser Event

- **Date(s):** Friday February 11 & Saturday February 12, 2022. (no back-up date is planned)
 - 11th is a site prep day, 12th is the event day
- **Where:** Lake Waconia Regional Park, City of Waconia.
- **What:** Polar Plunge (jumping in the lake via a hole in the ice) to raise funds for Special Olympics MN Athletes.
- **Attendance:** 500+ People (participants and spectators). Currently, there is no restriction from the State on gathering capacities.
- **Effects on Lake Waconia RP:** The primary effects will be parking capacity (the 2021 event utilized all parking capacity available); installation of large tents (shoreline and beach area); and access to/from event areas (plowed/maintained surfaces). See the attached site map.
- **Required Permit Items Obtained & Reviewed:** The process is underway. Significant items of liability insurance, site plan, and event operations have been submitted and are being reviewed and refined as needed.
 - There is some level of risk of exposure to COVID-19 for attendees at the event. Registrants are to sign a waiver form from Special Olympics MN to participate.
- **Permit Fees:** Applicable fees per the 2022 County Fee Schedule include the special event Use Permit fee.
 - Additionally, the event coordinator has agreed to utilize existing Department service providers for trash & portable restrooms and will be charged accordingly for these services.
 - Support for snow/ice removal services are to be provided as needed by the Department at no cost.
- **History with Parks Department:** This is the 2nd year the event has requested a use permit. Year one generally went smoothly, with some minor items to be addressed by the event's tent vendor.
- **General Comments/FYIs:** This event is closely organized with the County Sheriffs Department in terms of safety before/during/after the event with an active hole in the lake. The event group obtains the necessary permits from other entities, including the City of Waconia.

Recommendation: It is requested that the Park Commission recommend to the County Board issuance of a special event Use Permit to Special Olympics Minnesota for a Polar Plunge fundraiser event at Lake Waconia Regional Park on February 12, 2022 contingent upon receipt & approval of any necessary permits, forms, and payments.



Experience the Polar Plunge in Waconia on February 12, 2022.

LAKE WACONIA REGIONAL PARK

FEB 12 - 12 PM

REGISTER AT PLUNGEMN.ORG

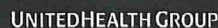
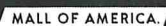
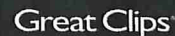


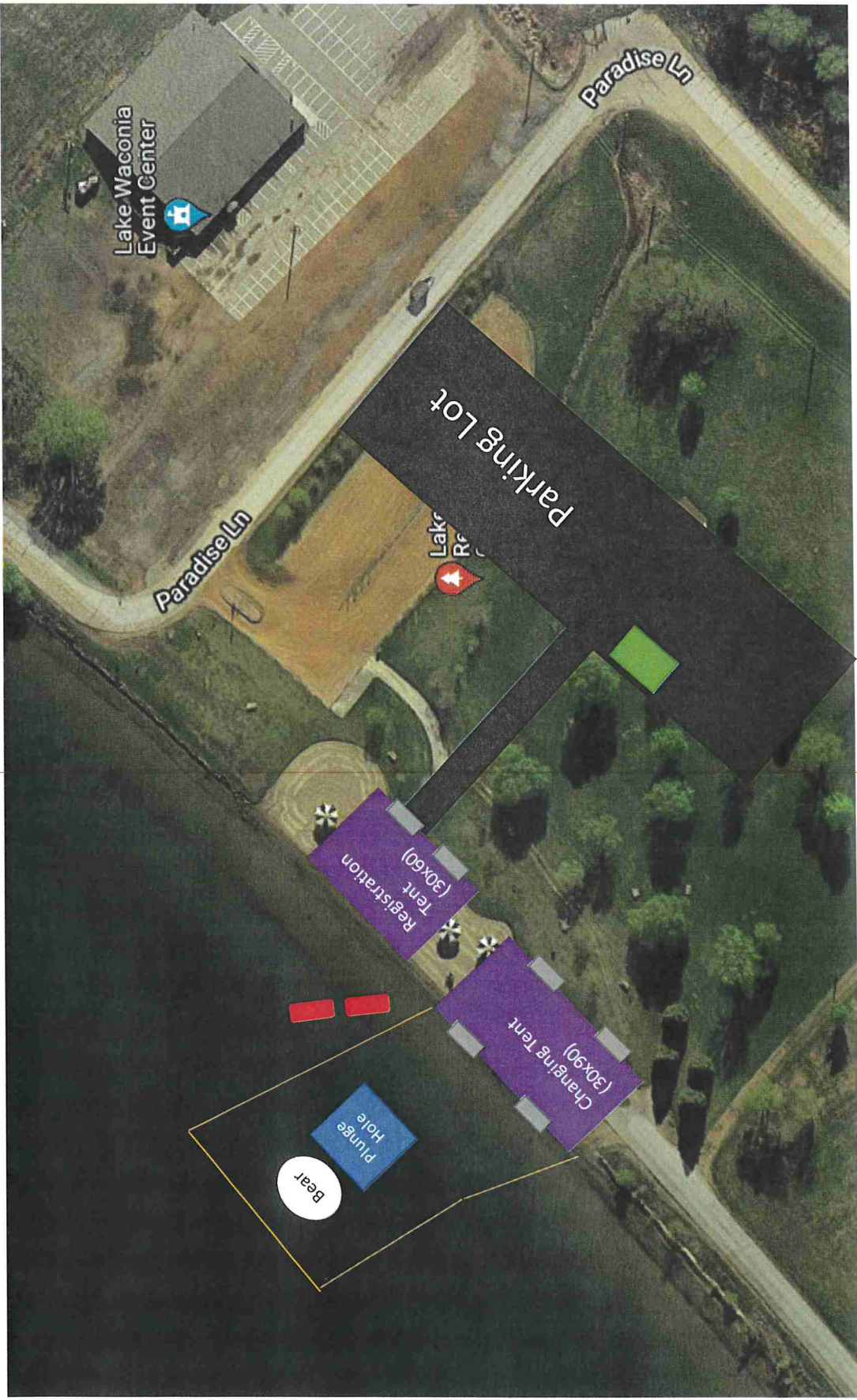
FREEZIN' FOR A REASON!

The Polar Plunge is a wildly fun, one-of-a-kind fundraiser for Special Olympics Minnesota. You can register to take the Plunge at any one of 22 locations statewide or take the Virtual Plunge anytime, anywhere! **Learn more at plungemn.org.**

100% OF FUNDS RAISED SUPPORT SPECIAL OLYMPICS MINNESOTA ATHLETES.

THANK YOU TO OUR POLAR PLUNGE STATEWIDE SPONSORS

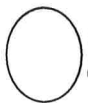




Tents



Plunge Hole



Bear

Snow Fencing



Food Truck



Tent Doors



Small Bleachers



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Parks & Recreation**

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MEMO

TO: Members of the Park Commission
CC: Martin Walsh, Parks & Recreation Director
FROM: Samuel Pertz, Parks & Recreation Supervisor
SUBJECT: Winter Outdoor Recreation Services & Operations Plan: 2021-22 Season
DATE: November 30, 2021

This memo is intended to inform the Park Commission of the winter outdoor recreation services operations plan for the 2021-2022 season.

Last winter season, staff recommended some alternations to the standard array of public outdoor recreation services. While the natural conditions can strongly influence winter services and related successes, staff were able to draw some solid conclusions from the 2020-21 season.

Public outdoor recreation programs and events for the winter season of December 2021 – March 2022 are nearly finalized. Several private bookings from non-profits, organized groups, etc. are booked and additional bookings are anticipated. In general, a comparable volume and approach to service delivery was taken as compared to 2021. Staff are noticing a steady increase in service requests during the winter season, but also the shoulder seasons (Fall and Spring) as public awareness of the Department's outdoor recreation services expands. Forecasted inconsistencies with instructor availability has created some hesitancy at times, as well as in several instances the inability to accommodate a requested service.

The below information is recommended by staff as the 2021-2022 winter outdoor recreation services plan, with the aim to strategically offer attractive services to the public, operate efficiently with County resources, and proceed safely under the continued COVID-19 pandemic.

Equipment Rental Services Overview:

(To be conducted at Baylor & Lake Minnewashta Regional Parks – as conditions & personnel allow)

- Base Service Dates:
 - Start: Saturday, January 1, 2022 (New Year's Day)
 - End: Sunday, March 13, 2022
- Special Service Dates:
 - Martin Luther King Jr. (Monday, January 17, 2022) & Presidents Day (Monday, February 21, 2022)
- Service Hours: 11AM – 4PM for all service days
- Operations Personnel: Both Outdoor Recreation Instructors & Assistant Recreation Instructors will be cross trained to work in dual capacities of general outdoor recreation programming & equipment rental services.

Outdoor Programming and Events Overview:

(Programs take place at the three regional park locations and City/School District locations within the County)

- Winter & Early Spring Season Dates: January 14, 2022 through April 2, 2022
- Public Program & Event Offerings:
 - (6) Learn to XC Ski Lessons
 - (4) Half-Day – Youth Day Camps (typically out of school days)
 - (5) Geocaching Programs

- (4) Learn to Snowshoe Nature Hikes
- (1) Winter Recreation Sampler Event
- (10) Private or Contracted Program Bookings
- (2) Candle Lit Ski/Walk & Dog Sledding Events
 - Friday: January 28, 2022
 - Saturday: February 26, 2022
- (1) Maple Syrup Open House Event
 - (TBD) School Group Maple Syrup Tours – uncertain currently, typical season average is 8 bookings.

*Contracted Outdoor Recreation Services are also in the planning stages with local agency partners.

- Operations Personnel: Outdoor Recreation Instructors will be rehired/new employees hired and trained to conduct services. Full-time Department employees will also work to coordinate the delivery of the above services as well as instruct when seasonal instructors are unavailable.

Recommendation: This is an informational item and a recommendation is not requested at this time.