



Carver County Parks

11360 Highway 212 West, Suite 2
Cologne, MN 55322

Park & Recreation Commission (Virtual) Meeting 6:30pm Wednesday, November 10, 2021

Microsoft Teams Virtual Meeting Access Options:

Join on your computer or mobile app

[Click here to join the meeting](#)

Join with a video conferencing device

carvercounty@m.webex.com

Video Conference ID: 113 518 921 3

[Alternate VTC instructions](#)

Or call in (audio only)

+1 952-955-9449, 879925751#

Phone Conference ID: 879 925 751#

Agenda

- 1) Call Meeting to Order, Roll Call (6:30 p.m.)
- 2) Approval of the September 8, 2021 Regular Meeting Minutes (6:31 p.m.)
- 3) Introduction of Jacob Sandvig, Parks and Natural Resources Supervisor (6:31 p.m.)
- 4) Additions or Deletions to the Agenda (6:35 p.m.)
- 5) Approval of Agenda (6:36 p.m.)
- 6) Commissioner Liaison Report (6:37 p.m.)
- 7) Open to the Public (6:40 p.m.)
- 8) New Business (6:45 p.m.)
 - a. Special Use Event Permitting Policy
 - b. Draft Destination Regional Trail Snow Removal Compensation Policy
- 9) Discussion
 - a. Waconia Regional Park Waterfront Service Center Concession Area
- 10) Staff Reports (7:30 p.m.)
 - a. Youth Member Appointment
 - b. Coney Island Vault Latrines
 - c. Minnesota Astronomical Society Lease Agreement
 - d. TH 5 Regional Trail
 - e. Park General Operations & Recreation Services
 - f. Maintenance and Operation Report
- 11) Commission Member Reports (7:50 p.m.)
- 12) Set Next Meeting Date (7:55 p.m.) – December 8, 2021
- 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

September 8, 2021

Members Present: Gerald Bruner, Curt Kobilarcik, Mark Lagergren, Jim Boettcher, Scott Welvaert, Gary VanEyll

Staff Present: Sam Pertz, Connie Keller

Tour TH5 Regional Trail: (6:00pm)

Staff and Park Commission members took a tour of the TH5 Regional Trail and looked at the work that has been completed this far. Staff shared that the project was behind schedule due to some utility realignment issues.

Call to Order: Bruner called the meeting to order at **(6:48p.m.)**

Approval of Minutes: **(6:49p.m.)**
Boettcher motioned to approve the minutes of the August 11, 2021 meeting.
Lagergren seconded the motion.
Motion passed 6 to 0.

Additions/Deletions to the Agenda: (6:49p.m.)
No Additional Items.

Approval of Agenda: **(6:49 p.m.)**
Kobilarcik motioned to approve meeting agenda.
Welvaert seconded the motion.
Motion passed 6 to 0.

Commissioner Liaison Report: **(6:49p.m.)**
Not Present

Open to the Public: **(6:49p.m.)**
None Present

Old Business **(6:50p.m.)**

a. Department Permitting Process Review and Discussion:

Staff shared information that was on the memo that was sent out, stating that park ordinance language required most of the permit requests brought to the parks department be authorized through County Board action. Staff stated that in 2017 staff was directed to develop a system to formally handle use permits, which was intended to be elevated to county policy. This was to avoid last minute or surprise situations for the County Board. Staff shared examples of activities that would require a special event use permit to be issued.

Staff stated that currently they are working on a (120) day lead time, to process the permits so they can bring to Park Commission, gather documents and bring to County Board for final approval. Staff stated that some issues have surfaced with the current procedure in terms of being too restrictive. Some of these issues are requests that are coming in within the (120) days. Staff stated that they are looking to expand the ability for staff to approve some of the smaller events within Department level authority.

Staff stated this process is also important to avoid any surprise for the County Board and Administration for activities permitted in the parks. Staff stated we are looking to elevate the procedure to a county policy level. This could work into a two-tiered approach, one for smaller events and one for larger events.

Staff stated that we will come back and let the Commission know what others are doing within the regional system as it relates to this topic. Staff stated most of the larger events know that they have a process to follow and contact us in plenty of time without issue.

Staff stated that even if the policy allows for administratively issued permits, communication would still be provided so necessary people are aware what is taking place. Staff stated that more information will be forthcoming.

Questions or Comments:

Lagergren asked how many special use permits are issued; Staff stated that we do about a 12-20 permits per year but see permitting expanding once the Waterfront Service Center opens. Discussion was had on the process for permits which could possibly involve the cities where the event is being held.

No other questions or comments.

Staff Reports: (7:00 p.m.)

a. Waterfront Service Center Lake Waconia Regional Park

Staff stated that planning is continuing on the service center. The hope is to have everything ready and have cost estimates so we can go out to bid after the first of the year. Work continues on concession services details -how it will operate and what will be offered. This work will then inform what type of space would be needed.

b. TH 5 Regional Trail

Staff stated that the project is planned to be completed by October 16th. Staff stated that a ribbon cutting is scheduled for October 19th. Staff will send out invites to park commissioners with details by email and a paper invite. Staff also shared that costs for the project are still being looked at and we should no more as we get closer to project being completed.

c. Park Operations & Recreation Services

Staff stated lifeguard services are done for the season, the buoys have been removed from the beaches, so beaches are officially closed for 2021. Park Service Attendants are done working at the entrances until next year. Shelters continue to be rented and are being used a lot with nice fall weather.

Special events coming up include the Cross-Country meet at Baylor Park and a couple walk-a-thons at the park or on the Dakota Rail Regional Trail.

Staff stated that they will be participating in the Trail of Fun community event on October 22nd that will be at Athletic Park in Chaska and use the MN River Bluffs Regional Trail into Carver. Staff stated that if Park Commission members would like to attend or volunteer, they are more than welcome.

Staff also shared that they will be holding second interviews next week for the Parks and Natural Resources Park Supervisor.

No Questions or Comments.

Commission Member Reports: (7:05 p.m.)

Boettcher commented that Pertz should run every meeting.

Next Meeting Date: (7:06 p.m.)

Next meeting will be on October 13, 2021.

Location TBD

Adjourn Meeting: (7:08 p.m.)

Boettcher motioned to adjourn the meeting.

Van Eyll seconded the motion.

Motion passed 6 to 0.



Carver County

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MEMO

TO: Members of the Park Commission
CC: Marty Walsh, Parks & Recreation Director
FROM: Sam Pertz, Parks & Trails Supervisor
SUBJECT: Special Event Use Permitting
DATE: October 27, 2021

At the September meeting of the year, staff introduced to the Commission the topic of revamping the Departments current procedure around special event use permitting.

Staff have assessed how other regional and surrounding park agencies are addressing use permitting. More simplistic examples are out there as well as more comprehensive approaches.

Since establishing the current procedure around use permitting, staff have identified a couple areas of inefficiency as it relates to responding to short notice requests as well as grounds within the procedure to administratively authorize permits within the Department.

Staff recommend a "two tier" policy structure of requests:

Tier One:

Examples of: Endurance events; music/artistic events; retail exhibitor/vendor events, 4th of July fireworks etc.

These event(s) are often coordinated by a special event business. The size and scope of these events typically are substantial (# of people, duration...). The event is being held in part for financial benefit to the event company. The impact, or usage of the park property is often robust (parking & space needs, consideration for trash and restroom capacities etc.) including requirements of additional service/coordination to the Department.

These requests will continue to follow existing procedure, with a minimum of (120) day advance lead time of the event date, County standard insurance limits met (at minimum), both formal steps (Park Commission & County Board action) required, documentation of other non-County permitting items completed (ie. City, State, Township permits) and payment of applicable fees. When available, the event is required to reserve a park facility for use during their event date(s). Park ordinance requires certain use permits to be authorized by the County Board, events of this nature would trigger this.

FYIs: Staff would anticipate that over time as the park areas continue with increased development, more professional events will seek use of park property and facilities. Professional events of large scale can pose concern of risk to the County. The Commission should be aware of requests denial, either due to the nature of the event, the timeline in which a permit was requested and other substantive grounds. Additionally, reoccurring events would be accommodated in a (90) day period as often much of the preliminary review work necessary by Staff with a new event are not needed.

Tier Two:

Examples of: Club fishing tournaments; School/Church fundraisers; Large Scout Summer Camps etc.

These events are often operated by parent/citizen volunteers and do not typically have professional event coordination experience. The size and scope of these events are typically small and relatively simplistic in nature. These events often are held as a benefit to the community or non-profit group/organization facilitating them. Most of the time, these events have minimal impacts and minimal requirements of added service/coordination to the Department.

Staff recommend that when possible, these types of requests are responded to administratively within the Department.

A (30) day minimum advance lead time of the event date is required. Park ordinance allows for certain use permits to be authorized by the Parks & Recreation Director or his/her designee, events of this nature would be issued a use permit through this level of authority. As result, no formal steps (Park Commission or County Board action) would be required. However, when possible, staff would make these groups aware of these events through monthly meetings or electronic communications as a way of ensuring proper visibility to what's occurring in the park areas. County standard insurance requirements would be requested; however, staff anticipate instances where the group does not, and cannot (for financial reasons) obtain County coverage limits. Documentation of other non-County permitting items completed (ie. City, State, Township permits) and payment of applicable fees. When available, the event is required to reserve a park facility for use during their event date(s).

FYIs: Staff foresee this approach to be less restrictive/cumbersome for local community groups, which might be viewed as a direct benefit to the public.

Staff reevaluated the ease in visibility/access to the necessary materials earlier in the year. Improvement were made that reorganized the information with aim to make information as simple and straight forward to find and understand. [This link](#) brings you to the current materials, displayed on the home page of the Department website.

Staff will have for the meeting a copy of the draft policy language for review & discussion.

Recommendation: It is requested of the Carver County Park Commission a recommendation to the County Board of an update to the existing Department Special Event Use Permitting procedure, as well as coordinate with County Administration to advance the procedure to County policy status.



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MEMO

TO: Members of the Park Commission
FROM: Martin Walsh, Parks and Recreation Director
SUBJECT: Draft Snow Removal Compensation for Destination Regional Trails Policy
DATE: Thursday, November 4, 2021

A draft Snow Removal Compensation for Destination Regional Trail Policy is being proposed. The attached proposed draft policy works to address service needs for trail maintenance during winter months. Cities within the County have expressed that they would like the County to consider maintaining Destination Regional Trails.

Carver County has a small park maintenance team. The current staffing level would not allow for effective response time to clear Destination Regional Trails. We are at capacity for maintaining our current snow removal and cross-county ski and sledding grooming services provided at our three regional parks.

Additionally, it would be difficult for us to deliver effective service considering the location of our maintenance facilities to these trails and drive time involved.

The proposed policy would allow other agencies such as cities to be permitted responsibility maintain County Destination Regional Trails. Area cities are in a better position to offer this service due to their proximity, connections to their local trails, staffing and equipment already in place.

We have contacted other county regional park agencies to find out what they are doing concerning winter maintenance on regional trails. The range of service offered by other counties includes examples of allowing a city to conduct winter maintenance at their own expense, doing all the winter maintenance inhouse, and compensating the agency for their service to provide winter maintenance activities.

The proposed draft policy contemplates compensation for winter maintenance services. The proposed draft policy aligns with our nearest regional park agency, Three Rivers Park District. Additionally, when the MN River Bluffs RT in Chanhassen was under management by Three Rivers Park District, they entered into an agreement for service with Chanhassen at a cost of \$500.00 per mile per snow season.

Past and current request for winter maintenance service include approximately 6 miles of our approximate 20-mile Destination Regional Trails System. If the County were to enter into agreement for the 6 miles. The cost would be approximately \$3,000. Funds for the service could come from the professional service line item of the Parks Department.

Recommendation: – It is request that the Park Commission Recommend to the County Board the Draft

Snow Removal and Compensation for Destination Regional Trails for approximately 6 miles of trails, funding for the service to come from the Parks Department's professional service line item.

Carver County Public Works/Parks
Draft Snow Removal Compensation
For
Destination Regional Trails
Or
Other Designated Trails

Effective: 00 / 00 /2021

Revised: _____

Purpose

To provide a standard compensation to another agency for winter use and removal of snow from a Carver County owned and operated Destination Regional Trail(s).

Definitions

Destination Trails:

Carver County's Policy for Cost Participation Between Carver County and Other Agencies for Standalone Cooperative Trail Improvements defines Destination Trails as trails designated as regional or state trails. Often located within a regional park, open space corridor, or rail to trail corridor. These trails have high aesthetic value for walking, jogging, bicycling, or inline skating; emphasize a natural, scenic setting, and create a sequence of events that appeals to the users' desire to recreate away from a built environment. To serve pedestrians and bicyclist equally well, trail width is generally 10' or greater, bituminous surface is preferred but a suitable natural surface may also be used, and generally has fewer intersections with roadways and accommodate longer trips.

Winter Use Permit

Permit by which the County enters into an agreement for use and or maintenance of a Destination Regional Trail. The permit identifies the terms and conditions precedent to assigning responsibility for use and or maintenance of a Destination Regional Trail.

Snow Season

Snow season is defined as beginning November 1st and concluding April 15th.

Policy

Agencies may enter into a Winter Use Permit with Carver County for use and maintenance of a Destination Regional Trail.

Carver County will compensate permitted agencies \$500 per Destination Trail mile/per year. Trails are to be maintained to a standard of removing accumulated snow of 1" or greater after a snow event and commence snow removal within 24 hours of the end of the snow event. All other standards for snow removal services to be consistent with the agency's snow plowing policy. The permitted agency may submit an invoice for payment on or about May 1st for the previous snow season.



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MEMO

TO: Members of the Park Commission
FROM: Martin Walsh, Parks and Recreation Director
SUBJECT: Waconia Regional Park Waterfront Service Center
DATE: Thursday, November 4, 2021

At the October 26th County Board Workshop Session, a cost estimate was presented at 50% design for a valued engineered Waterfront Service Center. The value engineered approach finds cost savings through consideration of different design, construction methods and materials. Value engineering is to bring costs more in line with a projected project cost of \$6.5 million by reductions in room size, covered seating area, replacement of glue laminated beams with light weight wood construction, reduction of building height, and reduced landscaping. This current design is estimated at \$7,360,000. Additional value engineering going to a shingle roof vs. a metal roof along with a few other items could bring the cost down to approximately \$7.1 million

Board members requested that additional options be provided which would bring costs down further. The primary consideration is the elimination of the concession area from the building.

Board members also wanted a consideration to increase the size of the indoor event room from 60 to 80.

HGA architects has developed the attached options eliminating the concession area for possible consideration. Cost estimating for these options is underway by our project management firm RJM and may be available at the time of our meeting for review.

Option 1A/B – Is the current design without food service

- Activity room options for 60 (A) or 80 (B) seated
- Has a reduced building footprint

Option 2 – Consolidated building without food service

- Central activity room, this space can be event space, classroom, and warming/lounge space in the winter
- Activity room options for 60 (A) or 80 (B) seated
- Office adjacent to the rentals
- Reduced building footprint

Recommendation:

It is proposed that the Park Commission and staff to go through discussion exercise to evaluate the pros and cons of eliminating the concession area from the building and to discuss other options which may bring the cost of the concession area down. This information might assist the Board when deciding on whether the concession area should remain with the project.

DD DESIGN

BUILDING FOOTPRINT 5,889

PAVED AREA 7300sf

SOFFIT AREA 7300sf

OPTION 1A - 60 SEATS

BUILDING FOOTPRINT 5,639 (-250sf)

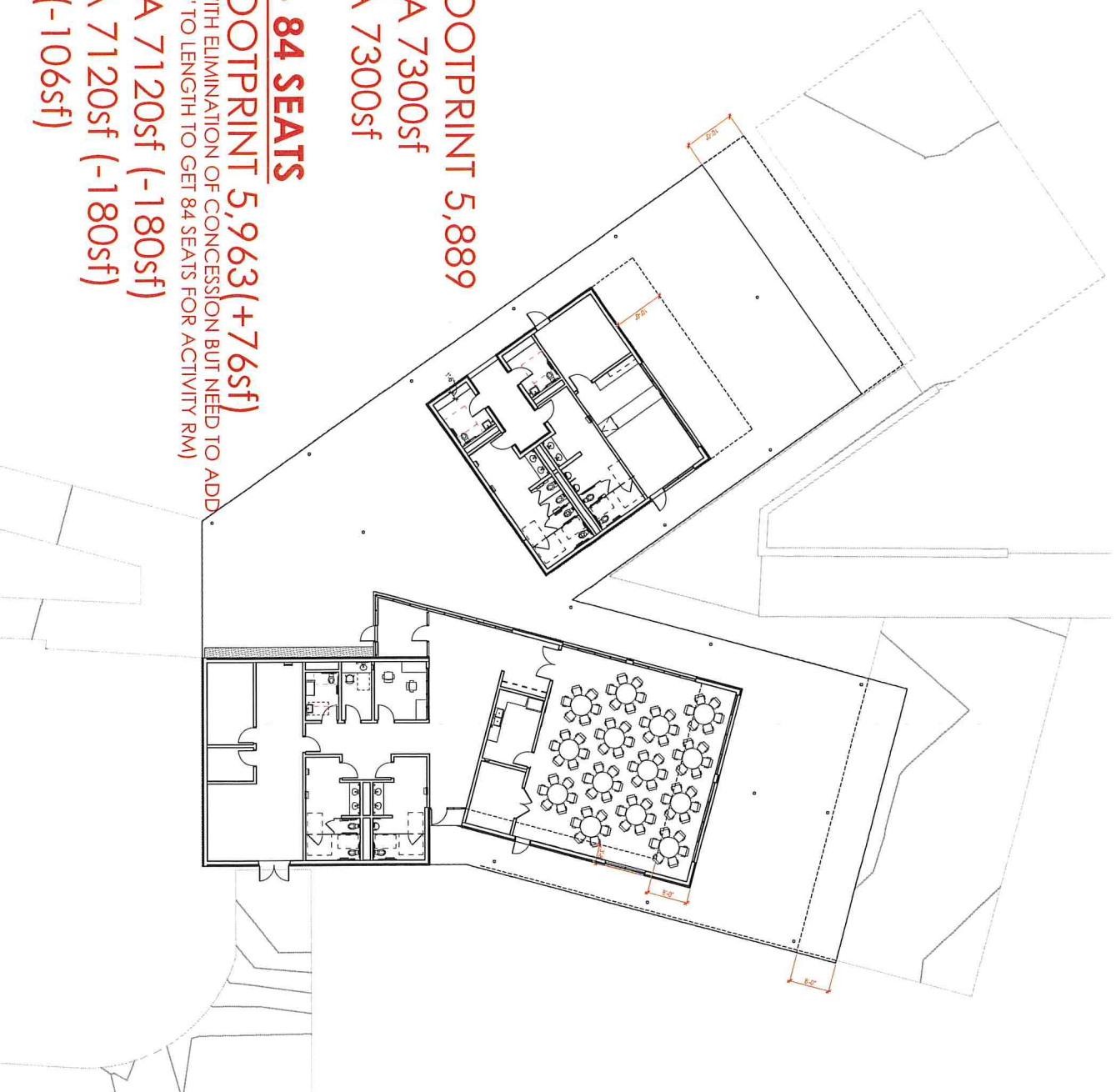
(REDUCTION OF 413sf WITH ELIMINATION OF CONCESSION BUT NEED TO ADD 3'-8" TO WIDTH TO GET 60 SEATS FOR ACTIVITY RM)

PAVED AREA 7000sf (-300sf)

SOFFIT AREA 7000sf (-300sf)

FLAT ROOF (-550sf)





DD DESIGN

BUILDING FOOTPRINT 5,889

PAVED AREA 7300sf

SOFFIT AREA 7300sf

OPTION 1B - 84 SEATS

BUILDING FOOTPRINT 5,963(+76sf)

(REDUCTION OF 413sf WITH ELIMINATION OF CONCESSION BUT NEED TO ADD 3'-8" TO WIDTH AND 8'-0" TO LENGTH TO GET 84 SEATS FOR ACTIVITY RM)

PAVED AREA 7120sf (-180sf)

SOFFIT AREA 7120sf (-180sf)

FLAT ROOF (-106sf)

DD DESIGN

BUILDING FOOTPRINT 5,889sf

PAVED AREA 7300sf

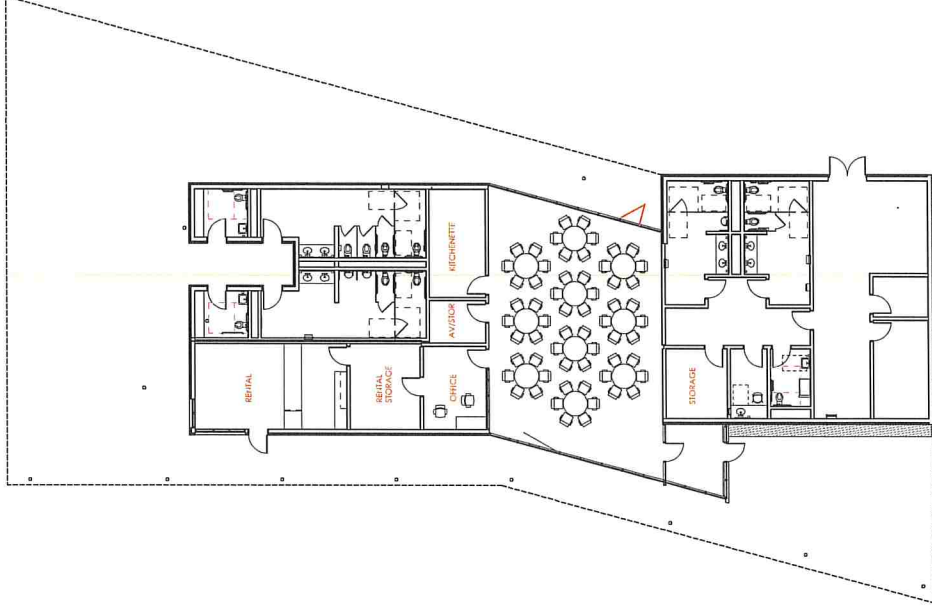
SOFFIT AREA 7300sf

OPTION 2A - 60 SEATS

BUILDING FOOTPRINT 5,168 (-721sf)

PAVED AREA 4875 (-2,425sf)

SOFFIT AREA 4875 (-2,425sf)



DD DESIGN
BUILDING FOOTPRINT 5,889
PAVED AREA 7300sf
SOFFIT AREA 7300sf

OPTION 2A - 84 SEATS
BUILDING FOOTPRINT 5,415 (-474sf)
PAVED AREA 4629 (-2,672sf)
SOFFIT AREA 4629 (-2,672sf)

