



Parks & Recreation Commission Meeting

Wednesday November 8, 2023

Public Works

11360 Highway 212

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 October 11, 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.** Metropolitan Regional Parks 2024 CIP Request
 - b.** Request from the Snowmobile Runners to use a portion of the DRRT
- 8)** Discussion Items (7:15 p.m.)
 - a.** 2024 Lifeguard Services at County Beaches
- 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 (8:10 p.m.)
 - a.** December 13, 2023
- 12)** Adjourn (8:15 p.m.)

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



Parks & Recreation Commission Meeting

Wednesday October 11, 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 6:38pm.
- 2) Roll Call (6:30 p.m.)
 - a. Present: Christine Fenner, Makiza Johnson, Scott Knight, Curt Kobilarcsik, Mark Lagergren, and Reid Welch
 - b. Absent: Jenn Brewington
 - c. Staff: Marty Walsh, Sam Pertz, and Hope Mack
- 3) Approval of Agenda (6:31 p.m.)
 - a. Motion to approve made by R. Welch, Seconded by C. Fenner Passed 6-0
- 4) Approval of the August 9, 2023 Regular Meeting Minutes (6:32 p.m.)
 - a. Motion to approve made by R. Welch, Seconded by C. Kobilarcsik Passed 6-0
- 5) Commissioner Liaison Report (6:35 p.m.)
 - a. Commissioner Lynch commented that construction is moving along nicely at Paradise Commons and that it made a good impression on the Senate Tour Committee.
- 6) Open to the Public (6:40 p.m.)
 - a. N/A
- 7) New Business (6:45 p.m.)
 - a. Special Event Use Permit Request: T-Road Tavern, Joe Lemmerman "October Fest"
 - i. Joe described the event, camping, and food/liquor plans and answered questions from the commission members.
 1. Motion to approve made by M. Johnson, Seconded by M. Lagergren Passed 6-0
 - b. Facility Agreement - Event Space at Paradise Commons
 - i. Sam reviewed the guidelines and fees listed in the agreement which each customer will sign upon making a reservation. Names for the reservable spaces were also selected.
 1. Sun Room (main space)
 - a. Sunrise Room (east)
 - b. Sunset Room (west)
 2. Outdoor Shelters
 - a. Water's Edge Shelter (east)
 - b. Beachside Shelter (west)

CARVER COUNTY



- ii. Motion to approve the agreement and naming selections (Sun Room, Sunrise Room, Sunset Room, Water's Edge, and Beachside) made by M. Johnson; Seconded M. Lagergren Passed 4-2
 - c. Waconia Event Center Memento
 - i. The Commissioners reviewed the memento and suggested to shorten the language, consider a different shape/design, and keep it simple. It was also recommended to create other items to be used in Paradise Commons.
 - 1. Motion to have Park Staff draft new language made by C. Fenner; Seconded by R. Welch Passed 6-0
- 8) Discussion Items (7:00 p.m.)
 - a. Lake Waconia Regional Park Phase III Plan – Staff Comments
 - i. Marty reviewed the current Phase III plan.
 - b. Parks Visioning
 - i. The 9/25/23 meeting with the County Board went well, and the goal is to have the final plan ready by January 2024.
- 9) Staff Reports (7:45 p.m.)
 - a. General Operations & Recreation Services
 - i. Sam reported that there will not be a Trail of Fun event this fall, camping and shelter reservations are ending soon, the Senate Committee will be touring LWRP, there will be a volunteer event at Coney Island, and that there will be discussion next month on lifeguard services.
 - b. Maintenance and Natural Resources Operations
 - i. N/A
 - c. Administrative Update
 - i. Marty stated the Lake Minnewashta playground engagements have gone well and feedback will be used to refine the concepts and gave an update on construction of Paradise Commons.
- 10) Commission Member Reports (8:00 p.m.)
 - a. It is great to have the Senate Committee come to tour Lake Waconia Regional Park.
 - b. Reid announced he has been selected to be a council member for the City of Carver.
- 11) Next Meeting Date (8:10 p.m.)
 - a. November 8, 2023
- 12) Adjourn (8:15 p.m.)
 - a. Motion by M. Johnson to adjourn at 8:51pm; Seconded by R. Welch Passed 6-0



**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN 55322

MEMO

TO: Park & Recreation Commissioners
FROM: Martin Walsh, Parks and Recreation Director
SUBJECT: Metropolitan Regional Park CIP Bonding Request
DATE: November 1, 2023

In preparation for the upcoming 2024 legislative session, Regional Park Implementing Agencies are requested to submit projects to be funded through the Metropolitan Council's Capital Improvement Bonding Request. The CIP requests \$15 million in State Bonds to be matched with \$10 million in Metropolitan Council's bonds. The total amount is \$25 million. The Council will match \$2 dollars for every \$3 dollars of State funding if a different amount of state bond funds is provided.

The allocation of capital funds from the program is determined by a formula which consists of two factors:

1. The population within the jurisdiction of each park implementing agency compared to the region's total population. (This factor is weighted 70%)
2. The number of visits a regional park implementing agency hosted from people who live outside the agency's jurisdiction (non-local visits — This factor is weighted 30%.)

Utilizing the weighted factors above, Carver County's share of \$25 million in funding is calculated at a bit over 3.11%, for an estimated amount of \$778,748. These funds can be used on any one or multiple capital projects in our regional park and trail areas.

Last year, an asset management tool was developed to better guide investment into the park and trail system. Playgrounds received a poor rating. Further, public input conducted through a survey in which over 600 responses were provided also identified the need to replace the playground equipment. Baylor Regional Park playgrounds are over 25 years old and at the end of their useful life. Staff proposes that the request for capital funding for state and Metropolitan Council bonds identify the replacement of the playgrounds at Baylor Regional Park for this funding.

Recommendation: It is requested that the Park Commission recommend to the County Board that the playgrounds at Baylor Regional Park be identified for replacement and funding in the Metropolitan Council Regional Park CIP request for state bond funds and the County's Long Term Financial Plan.

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MEMO

TO: Park & Recreation Commissioners
FROM: Martin Walsh, Parks and Recreation Director
SUBJECT: Request To Use Dakota Rail Regional Trail for Snowmobiling
DATE: November 1, 2023

The Southwest Trail Association has made a request to use a portion of the Dakota Rail Regional Trail and the Carver County Regional Railroad Authority property for snowmobiling from December 1, 2023, to March 31, 2024, snow conditions permitting. The request is due to a need to find an alternate route as a portion of the trail is no longer permitted to the Southwest Trail Association for snowmobiling creating a gap in the system.

The request is consistent with the 2006 Long Range Plan for the Dakota Rail Regional Trail which recognized the interest by local snowmobile enthusiasts that the trail could serve to provide trail connections. Given the interest and support of snowmobile use, Carver County could permit snowmobile use on the Dakota Rail Regional Trail when adequate snow levels exist during the winter snowmobile season of December 1 through March 31.

Attached is a diagram of the proposed route which extends from the west county line following the Dakota Rail Regional Trail Corridor into the City of New Germany. The alignment of the trail crosses County Road 33 on the trail. Then the snowmobile trail would divert to the south side of the paved trail surface through town crossing Adams Street before heading south off the Dakota Rail Regional Trail, Carver County Regional Railroad corridor, and across open space, connecting with the existing snowmobile trail system.

The Southwest Trail Association has received resolutions of support from Camdem Township and the City of New Germany for the snowmobile trail to be located on the Dakota Rail Regional Trail and on CCRRA property as it passes through their jurisdictions.

Also, a representative of the Association has been out contacting property owners along the trail for their awareness and comments.

Additional considerations for permitting snowmobile usage on the Dakota Rail Regional Trail and use of CCRRA property could include:

- The permit is for 2023-2024 season. Future permitting is to be evaluated after the conclusion of the season
- Best practices for wayfinding, traffic control, and safety for snowmobiling signage be followed
- Speed limit signage be posted through the City of New Germany at 30 mph
- Trail hours of usage be posted from 8:00am to 10:00pm
- 'No snowmobiling beyond this point' be posted at appropriate locations

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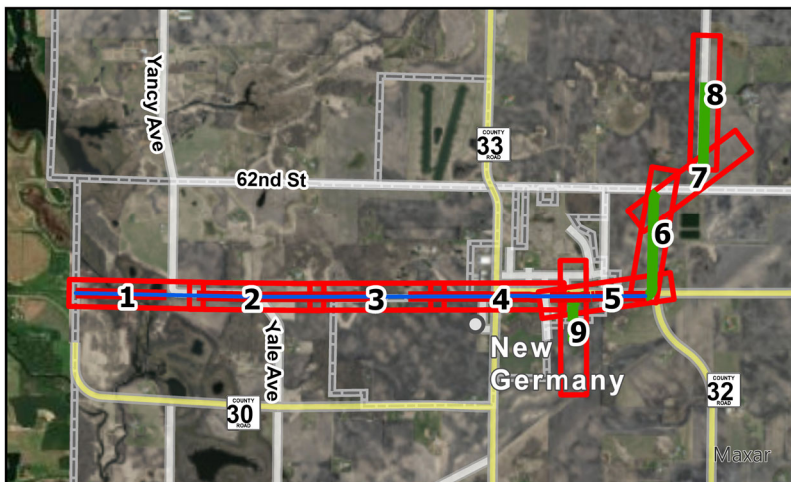
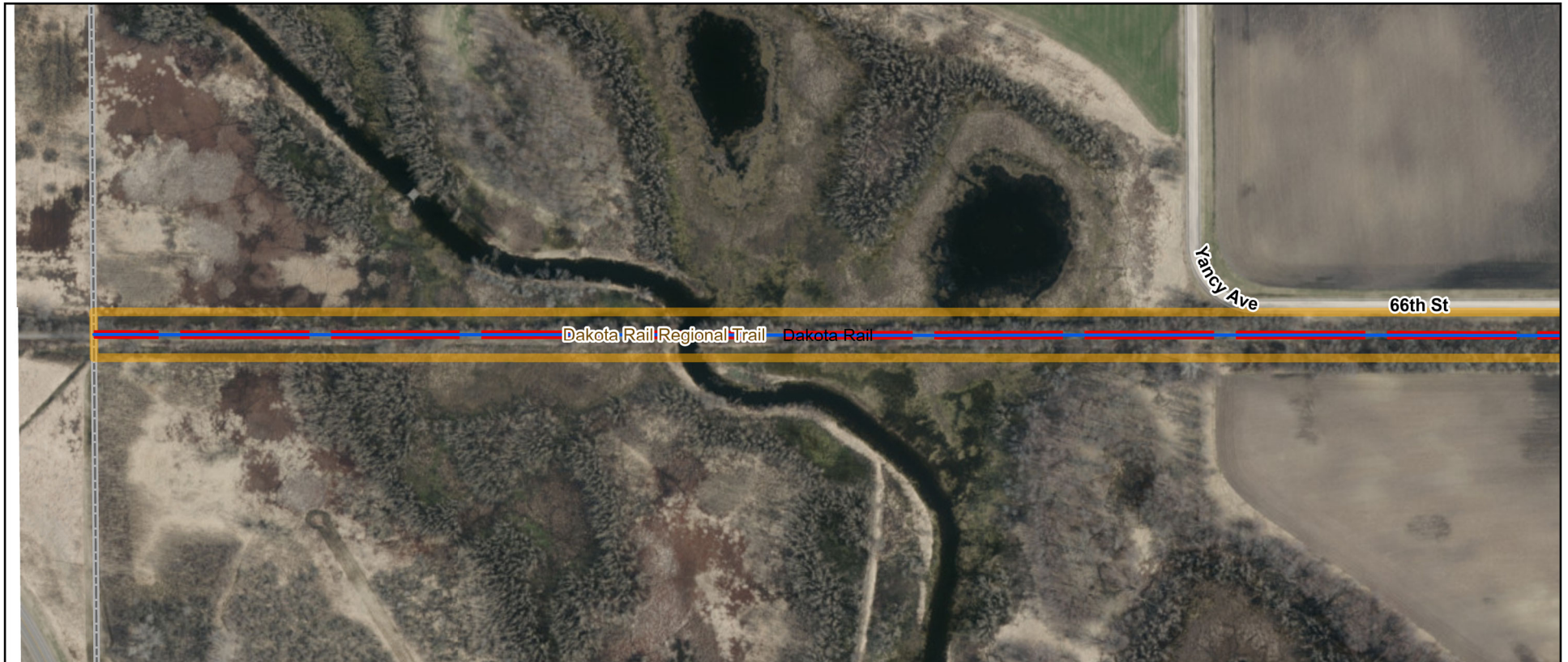
- 'Stay on trail' signage be posted at appropriate locations
- Signage be posted that snowmobile studs are not allowed
- A map showing type of signage and signage location be provided for County Staff for review and comment before signage is posted
- Trail maintenance of the area permitted is to be provided by the Southwest Trail Association
- Vegetation removal from areas of the Dakota Rail Regional Trail and CCRRA property to be approved by County Staff
- Wooden bridges are to be protected with rubber belting, matting, or an approved material by County Staff
- Any hazards such as bridge abutments be reflectorized
- Certificate of insurance meeting County insurance requirements be provided
- Complaints about snowmobiling are to be addressed by the Southwest Trail Association in consultation with Camdem Township and/or the City of New Germany
- Signed Permit Agreement
- Permit Fee of \$100.00

Recommendation: It is requested that the Park Commission recommend to the Carver County Regional Railroad Authority that a permit be issued to the Southwest Trail Association for a snowmobile trail on the Dakota Rail Regional Trail and on CCRRA Property with the following contingencies.

- The permit is for the 2023-2024 season. Future permitting to be evaluated after the conclusion of the season
- Best practices for wayfinding, traffic control, and safety for snowmobiling signage be followed
- Speed limit signage be posted through the City of New Germany at 30 mph
- Trail hours of usage be posted from 8:00am to 10:00pm
- 'No snowmobiling beyond this point' be posted at appropriate locations
- 'Stay on trail' signage be posted at appropriate locations
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- Trail maintenance of the area permitted is to be provided by the Southwest Trail Association
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- Signed Permit Agreement
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Dakota Rail Regional Trail

Western County Line to New Germany



- Existing Snowmobile Trail
- Proposed Snowmobile Trail
- Regional Trail Boundary



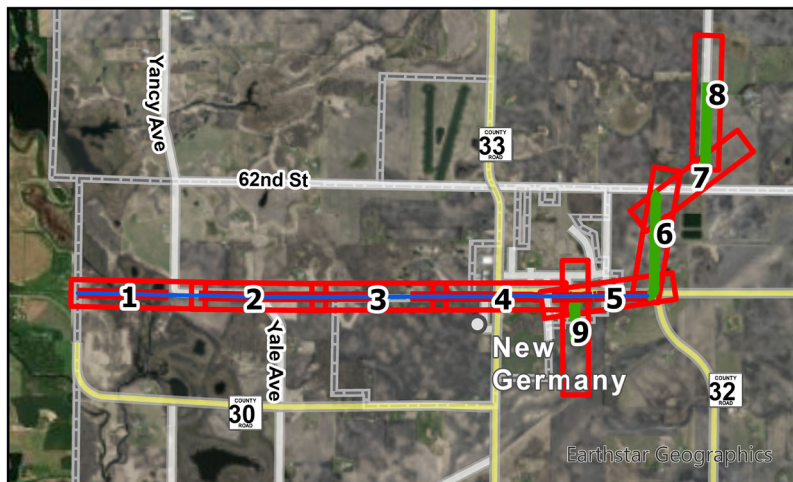
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Public Works Division
11360 Hwy 212, Suite 1
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(952) 466-5200
Created: 11/2/2023

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Western County Line to New Germany



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- Proposed Snowmobile Trail
- Regional Trail Boundary

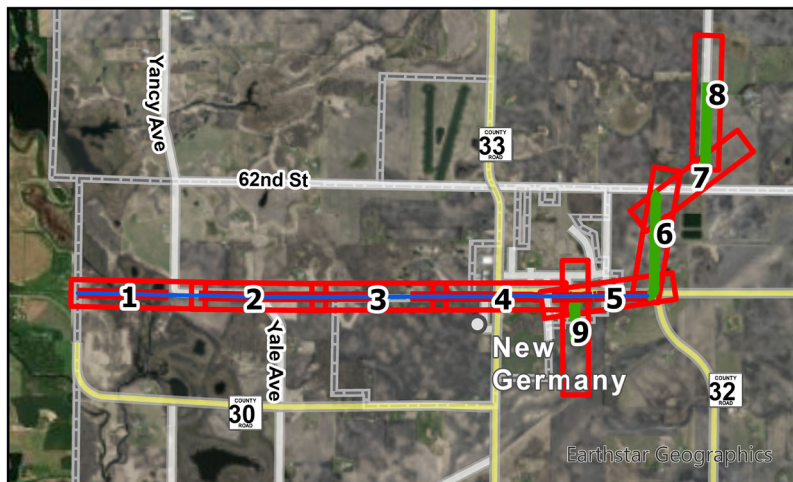


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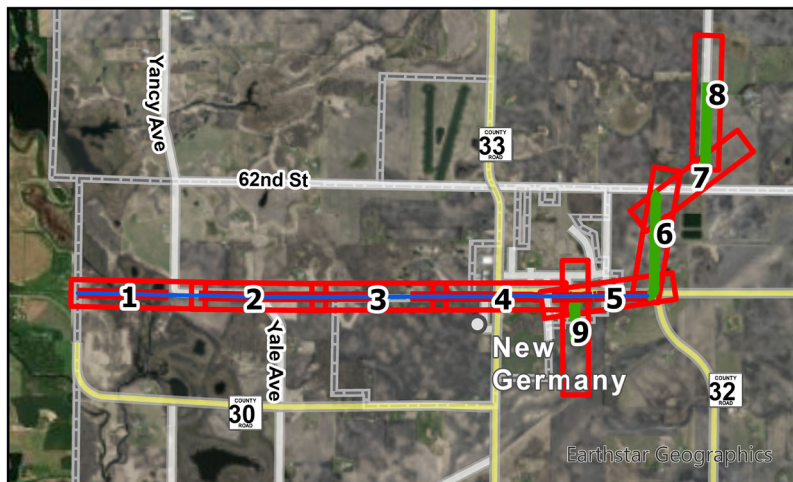
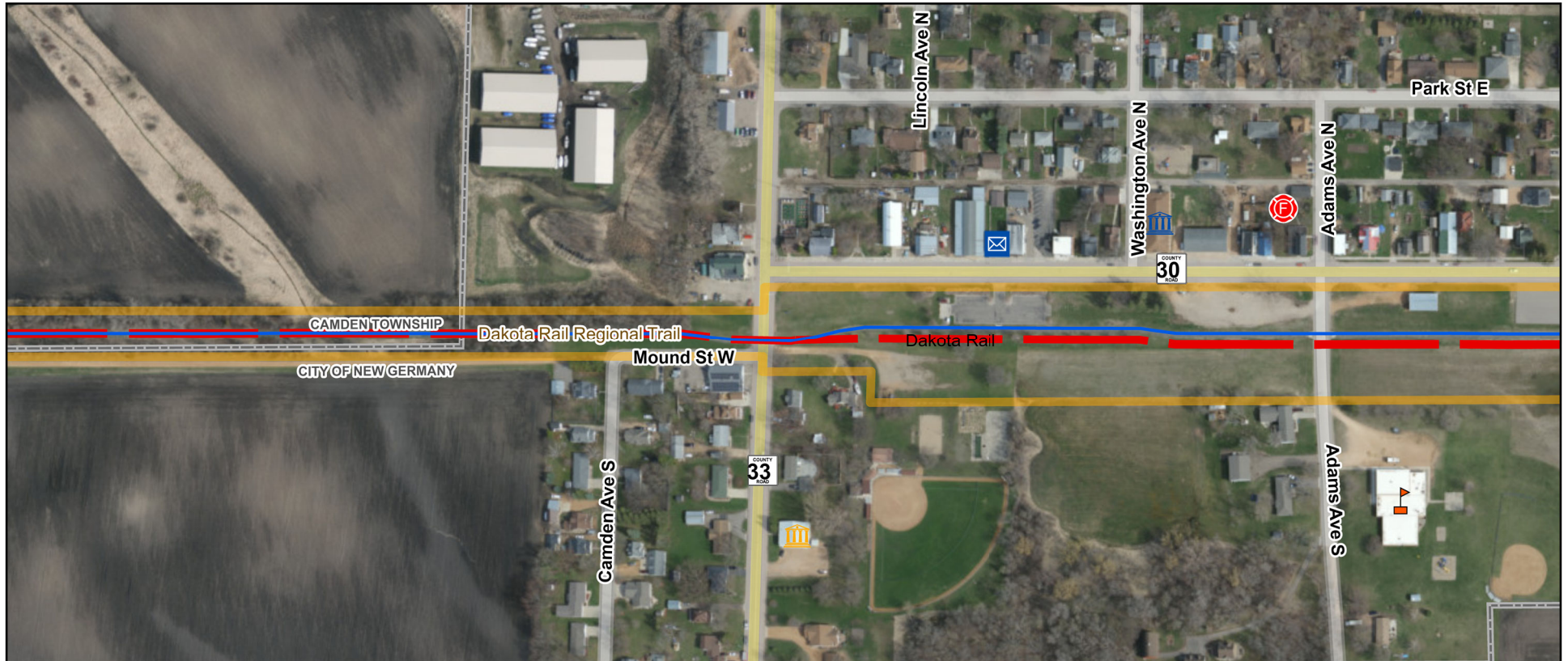
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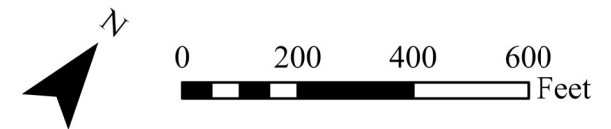


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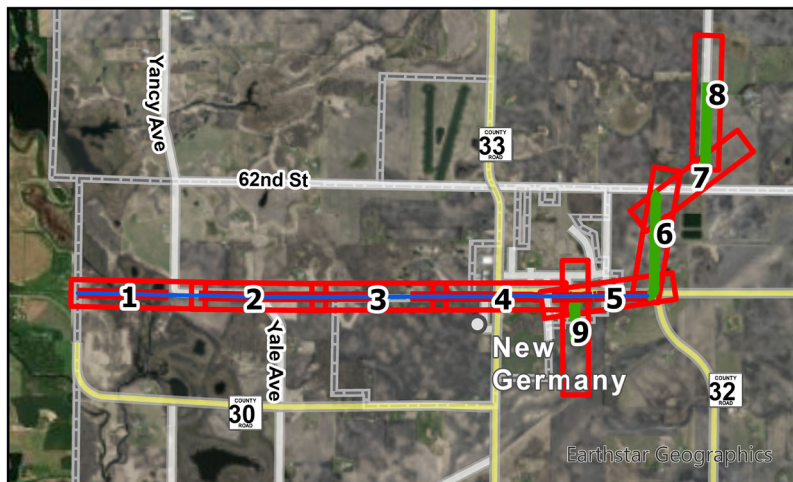


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Dakota Rail Regional Trail Western County Line to New Germany



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Camden Township Regular Meeting

September 14th, 2023

The Town Board of the Town of Camden, Carver County, Minnesota met at the Camden Town Hall, September 14th, 2023, at 7:30pm. Members present were Clerk Kayla Coil, Treasurer Denise Zellmann, Supervisors Gerry Goede, David Zellmann, & Bill Devine. Guests Scott Wakefield, Richard Hasse & Steve Burns. The meeting was called to order by Chairman Bill Devine.

A motion made by Zellmann, seconded by Devine to approve the regular meeting minutes. Motion carried. A motion made by Zellmann, seconded by Devine to approve the payroll, and claims for payment of \$12,862.91. See attached list. Goede abstained due to a conflict of interest, being paid for maintenance work. Motion carried. A motion made by Zellmann, seconded by Devine to approve the Treasurer's report, stating the Clerk and Treasurer's books balance with the bank statement. Motion carried.

Clerk's Report: Building permits, 2023 Mileage and Sign Certification from the County.

Supervisors Report: Camden Township does not have a contract with any canine facilities. The Township will not be responsible for dogs running at large.

Discussion Included:

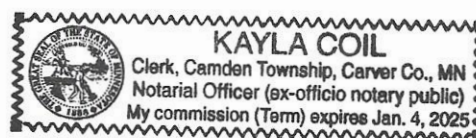
1. Scott Wakefield from Southwest Trails – proposed a resolution asking Camden Township to give approval for Southwest Trails to mark, groom, and maintain a snowmobile trail within the Township from Dec 1st to March 31st of the given year. A motion was made by Zellmann, seconded by Devine to approve the Resolution. Motion carried.
2. Richard Hasse was present asking for a variance for building storage, lost a shed due to storm damage last May, would like to increase the size of the shed. A motion was made by Zellmann, seconded by Goede to approve the variance. Motion carried.
3. We had one inquiry on a grader operator position. Township declined.
4. Steve Burns was present to talk about contracting out grader work and snow plowing. The contract will be for 1 year. A motion was made by Goede, seconded by Devine to approve the contract with Burns Excavating for 1 year of road maintenance starting 9/15/2023. Other companies were contacted as well; Litzau declined interest, and Klehr wouldn't work as they do not snowplow.
5. A Resolution approving the 2024 Levy Certification was completed. A motion was made by Zellmann, seconded by Devine to approve the 2024 Levy Certification, motion carried.

Road & Equipment Report: Signs have been ordered for Yancy & 90th & Water & 90th. Jim Wabbe would like the culvert cleaned out at the end of his driveway, Goede will check on this.

Public Comments: None.

A motion made by Zellmann, seconded by Devine to adjourn at 9:06pm. Motion carried.

Wm Devine 10.12.22
Chairman



Attested

**CITY OF NEW GERMANY
RESOLUTION NO. 2023-18
RESOLUTION APPROVING SOUTHWEST TRAIL AS A SNOWMOBILE TRAIL.**

WHEREAS, the City received a request from Southwest Trails to approve the maintenance and operation of a snowmobile trail along the Dakota Rail Regional Trail between December 1, 2023 and March 31, 2024; and

WHEREAS, the Dakota Rail Regional Trail is owned and regulated by the Carver County Regional Rail Authority, and is operated in conjunction with other trail and park authorities; and

WHEREAS, the Carver County Regional Rail Authority has required that such a snowmobile trail be approved by the municipalities and townships through which such snowmobile trail will run prior to granting the Rail Authority's approval; and

WHEREAS, the City has no ordinances which would prohibit the operation of a snowmobile trail along the Dakota Rail Regional Trail within the City's boundaries; and

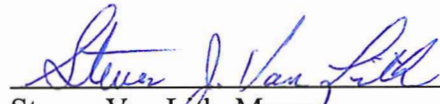
WHEREAS, a snowmobile trail along the Dakota Rail Regional Trail would improve the safety of snowmobilers and drivers of automobiles within the City by allowing snowmobilers to avoid driving on the City streets and county roads; and

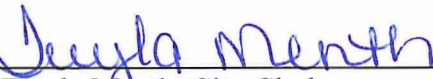
WHEREAS, a snowmobile trail along the Dakota Rail Regional Trail would likely divert snowmobilers from driving on the property of the City's residents; and

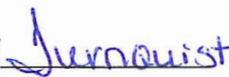
WHEREAS, a snowmobile trail along the Dakota Rail Regional Trail is likely to encourage snowmobilers to patronize businesses in the City of New Germany;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of New Germany welcomes the maintenance and operation of a snowmobile trail along the Dakota Rail Regional Trail, and approves the same to the extent that approval prerogative is extended by the Rail Authority, on the condition that such a trail is also approved by the Carver County Regional Rail Authority and all other necessary authorities.

Adopted by the City Council of the City of New Germany this 17th day of October, 2023.


Steven Van Lith, Mayor

ATTEST: 
Twyla Menth, City Clerk

M/		Jaeger	☒	yes
		Turnquist	☒	yes
S/		Mielke	☒	yes
		Grove	☒	yes
		Van Lith	☒	yes



**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN 55322

MEMO

TO: Park & Recreation Commissioners
CC: Marty Walsh, Parks & Recreation Director
FROM: Sam Pertz, Parks & Trails Supervisor
SUBJECT: 2024 Lifeguard Services
DATE: October 23, 2023

The September meeting's packet provided some background information for the Commission pertaining to the history of lifeguard services provided at the beach facilities within the system. As a recap, lifeguard service has been an external vendor contract for 20+ years through a local school district, Minnetonka Public Schools. Staff were informed by the vendor in August of this year that guard service would not be available in 2024 and further indicated that the District was intending to terminate this part of their external services indefinitely.

Lifeguard service has been one of the highest valued services offered by the County annually, as staff look back anecdotally, park users have been very vocal about lifeguard services in terms of hours of service, start & end dates to the season, overall performance of the guards, general desire for the service, etc. In contrast, due to the circumstances this past summer, the beach at Lake Waconia Regional Park beach operated as an unguarded facility all season. Fortunately, there were not negative outcomes that came from this operation regarding user safety or satisfaction.

Anticipating an interest to continue to provide lifeguard services, staff have preliminarily explored options as to how the service might be arranged. Contracting with another provider does not appear to be feasible due to the inability for a service provider to provide Professional Liability Coverage and at the limits the County requests. Arranging a larger lifeguard service consortium for multiple agencies within the County sounds good at first thought, but operationally is difficult at best, particularly as it relates to the employee (lifeguard) in needing to work at a broad range of locations throughout the county and for different agencies. If lifeguard service is desired for the 2024 summer season, staff believe the only practical option to pilot is attempting to provide the service inhouse.

Below are the high-level factors that should be considered; however, this is not a complete list:

Cost:

The Department has most recently budgeted ~\$60K for this service contract. The expense accounts for the direct cost of employee labor (guard) and his/her lifeguard training cost around \$300/employee. Additionally, this amount addresses cost of program coordination

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(hiring, scheduling, training) as it relates to summer operations. Costs in FTE overhead to hold required licensures and certificates related to lifeguard & aquatic facilities is not shown in this amount. The County benefited from the past arrangement of contracted services due to the vendor holding multiple contracts in the area, but mostly due to the vendor having a full time, year around aquatics facility (pool & swim teams) where this employee need was already programed. The cost of supplies is budgeted for, as this component to the operation has been accounted for by the Department for many years.

Oversight & Licensing:

Oversight of the program is not an area of concern for staff. However, the coordination of lifeguard service is unprogrammed for 2024. There is not an existing FTE in the Department that this work could be assigned without impact or reduction to other services. Hiring and training alone will consume a great deal of time. At this point, the intent would be to add the service to the overall recreation services schedule and cross-train Outdoor Instructors. The certified lifeguard training would be covered externally, in working with either the past vendor or another local agency that self-performs lifeguard service. These agencies employ full-time aquatics professionals that hold the critical certifications and licenses to train new guards as well as conduct continued education trainings.

Risk Exposure to the County:

Risk management staff have been consulted about this potential County service and have provided documentation that the County would be covered in all necessary areas of liability insurance, specifically important in professional liability (errors and omissions) coverage. The Commission should again weigh the two high level options of “lifeguard services OR unguarded – swim at your own risk” operations. With the scenario this summer, it created more risk exposure for the County to contract with the vendor that did not have professional liability coverage than it was for the County to operate as an unguarded beach. In knowing that the critical insurance coverages are in place, both operations position the County well to manage potential risk.

Outside Examples:

There are examples locally and within the regional system as it would pertain to guarded beaches vs. swim at your own risk facilities. One example of Anoka County indicates that all of the outdoor beach facilities within their park system are operated as swim at your own risk. A factor in this decision is that Anoka County operates a very large and highly utilized aquatics park, where lifeguard employees are needed as a priority to other locations. Many of the local outdoor beach locations such as Lake Ann in Chanhassen, Firemans Park in Chaska, and the Excelsior beach in Excelsior have historically provided lifeguard service. With the past vendor terminating all outside service contracts, agencies like Chanhassen Park & Recreation and the City of Excelsior are also working through this situation much like the County. As we understand it today, the City of Chanhassen is working to solve the service gap for 2024.

Seasonal Employees:

The largest area of unknown, should the County proceed with in-house lifeguard services, is whether enough employees will be hired to adequately cover the schedule. Staff estimate 18-

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25 employees would be needed to provide the level of service that has been programmed over recent years. Without an aquatic facility, the likelihood of hiring lifeguards strictly for part-time summer work could be a challenge. Some thought has been given to including this service to the recreation services work team, and cross train outdoor instructors as lifeguards to allow from a scheduling perspective this employee to be employed in both ways. Related, training instructors as certified lifeguards has been of interest by staff for a number of years with the concern of risk exposure with paddle programs and participant safety.

Level of Service:

Historically, the County has supplied lifeguard service at two locations, Minnewashta & Waconia Regional Parks. The hours have been from 12pm – 6pm daily for a consecutive 72-days during the peak summer months (generally mid-June through mid-August). Considerations should be given to what level of service is desired by the public, what level of service can reliably be provided, and other related factors. This factor is likely informed by the outcomes of hiring as well as successful integration of this service into the existing recreation services team.

Recommendation:

Staff are not seeking a recommendation from the Park & Recreation Commission at this time. Discussion on this topic is desired to continue to shape the decision made for the 2024 season.