



**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN 55322

**Park Commission Tour and Meeting
Wednesday, September 8, 2021**

6:00pm

Tour of TH 5 Regional Trail

**Meet at Maintenance area at Lake Minnewashta Regional Park
6900 Hazeltine Blvd
Chanhassen, MN**

7:00pm

Regular Meeting

**Meet at Maintenance area at Lake Minnewashta Regional Park
6900 Hazeltine Blvd
Chanhassen, MN**

Agenda

- 1) Call Meeting to Order, Roll Call (7:00 p.m.)
- 2) Approval of the August 11, 2021 Regular Meeting Minutes (7:01 p.m.)
- 3) Additions or Deletions to the Agenda (7:01 p.m.)
- 4) Approval of Agenda (7:02 p.m.)
- 5) Commissioner Liaison Report (7:02 p.m.)
- 6) Open to the Public (7:08 p.m.)
- 7) Old Business (7:08 p.m.)
 - a. Department Permitting Process Review and Discussion
- 8) Staff Reports (7:25 p.m.)
 - a. Waterfront Service Center Lake Waconia Regional Park
 - b. TH 5 Regional Trail
 - c. Park Operations & Recreation Services
- 9) Commission Member Reports (7:45 p.m.)
- 10) Set Next Meeting Date (8:00 p.m.) – October 13, 2021
- 11) Adjourn Meeting (8:05 p.m.)

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

R:\Parks\Park Commission\Agenda's\2021\9-8-2021.docx

CARVER COUNTY

Draft

Meeting Minutes

August 11, 2021

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

Staff Present: Marty Walsh, Sam Pertz, Connie Keller

Tour SW Regional Trail: (6:00pm)

Staff and Park Commission members took a tour of the proposed trail alignment for the SW Regional Trail from Chaska to Victoria.

Call to Order: Bruner called the meeting to order at **(7:18p.m.)**

Approval of Minutes: **(7:18p.m.)**
Welvaert motioned to approve the minutes of the July 14, 2021 meeting
Boettcher seconded the motion.
Motion passed 5 to 0.

Additions/Deletions to the Agenda: (7:19p.m.)
No Additional Items

Approval of Agenda: **(7:19 p.m.)**
Welvaert motioned to approve meeting agenda.
Lagergren seconded the motion.
Motion passed 5 to 0.

Commissioner Liaison Report: **(7:20p.m.)**
Not Present

Open to the Public: **(7:20p.m.)**
None Present

Old Business **(7:20p.m.)**

a. Update Proposed Fee Schedule

Staff shared with park commission members how the proposed new fees would be implemented, they stated that they did reach out to other park agencies about charges for modifications to their reservations. Staff shared what other agencies are doing and what they are considering.

Staff shared that the \$8 modification fee would be applied to customers that call in to make changes to an existing reservation such as reducing number of days of stay, changing from one site to another, changing to a different date. These charges would also apply to changes for picnic shelters. Staff also mentioned the early arrival fee that would be charged if a customer wanted to arrive to the campground before noon. The fee is half the cost of the site for the day to check in before noon on their arrival date.

Staff shared the that they did modify the water taxi fee to include a cap for a family of 4 people. Also broke down the individual rates by age group and shared those cost.

Staff also shared that they did reduce the fee for SUP board rentals from \$20 in 2021 to \$15 in 2022.

Welvaert Motion to except the changes presented.

Boettcher second the motion.

Motion passed 5 to 0.

Questions or Comments:

Bruner state that it is a good place to start with the modifications to fees; Staff stated that we will try for year and see how things go.

No other questions or comments

b. 2022 Budget

Staff shared the 2022 budget remains neutral with new revenue off-setting expenses and highlighted the changes for 2022. Increased expense should be offset by revenue, and provided information on what the expenses and revenue items consist of. Staff stated the additional levy funds have been requested which would cover pavement management for trails, roadways and parking lots, and software licensing services for reservations system. Also shared adjustment requests and what those items might consist of like professional service & planning budget. Other items highlighted include facilities, vehicles and equipment replacement requests as well as the onetime purchases requests for the waterfront service building, barge docking station, recreation rental service trailer, pickup truck for natural resource supervisor, and utility vehicle for park maintenance operations. Other requested items included funds for conference and training.

Staff mentioned the fee schedule changes with the modification fees, early arrival fee and special use fees.

Also mentioned requesting more seasonal staffing for office administrative assistant.

Also shared funds that come from outside funding sources and using these funds for the Waterfront Service Center. Staff provided these funds and amounts that we get from them.

Kobilarcik made a motion to recommend approval of the 2022 Parks Departments budget to the County Board.

Lagergren second the motion.

Motion passes 5 to 0.

Questions and Comments:

Lagergren asked how we did in the legislative session; staff stated that did well and explained the funding amounts.

Bruner asked does the money that Met Council is getting from the federal government help with more opportunities for grants; Staff stated they are not sure how that money will be used as well as the money the County has obtained.

No other questions or Comments

Staff Reports:

(7:35 p.m.)

a. Waterfront Service Center Lake Waconia Regional Park

Staff stated that they will resume work with the consultants on the planning of the Waterfront Service Center, they stated that this work was put on hold until County Board could determine the funding source for the budget gap for the project.

b. TH 5 Regional Trail

Staff stated that Hwy 41 will be closed starting on Friday to place the underpass under the roadway. It is anticipated that the work will take three weeks with the road reopening the Friday before Labor Day.

c. Park Operations & Recreation Services

Staff shared that October 19th is tentatively the ribbon cutting for the grand opening of the TH5 Trail, it will be a late morning/early afternoon event. More information will be forthcoming.

Lifeguard services will end at Lake Waconia and Lake Minnewashta Regional Park beaches on August 22nd.

Staff stated that they will be reapplying for the Interruptive Planning Grant for Coney Island, this will go out in September to MN Historical Society.

Staff also stated that they are in need of seasonal help and if anyone knows of someone looking for work to let them know.

No Questions or Comments

Commission Member Reports: (7:46 p.m.)

No Comments

Next Meeting Date: (7:46 p.m.)

Next meeting will be on September 8, 2021.

Location TBD

Adjourn Meeting: (7:54 p.m.)

Boettcher motioned to adjourn the meeting

Welvaert seconded the motion.

Motion passed 5 to 0.



Carver County

Parks

11360 Highway 212 West, Suite 2

Cologne, MN 55322

MEMO

TO: Members of the Park Commission
CC: Marty Walsh, Parks & Recreation Director
FROM: Sam Pertz, Parks & Trails Supervisor
SUBJECT: Special Use Permitting
DATE: September 3, 2021

Throughout the course of a year, the Parks & Recreation Department is contacted by various public groups ranging from local school districts, endurance race businesses, Chamber of Commerce offices and non-profit organizations who seek permission to conduct a special event on County park or trail property. Over the recent years, the Department/County authorizes between 12-16 events annually through a use permit and associated process. Currently, park ordinance language requires most of the permit requests brought to the Department to be authorized through County Board action.

Beginning around 2017, staff were directed to develop a system to formally handle use permits, which was intended to be elevated to County policy. One of the driving factors at the time, was avoidance of last minute or surprise situations for the County Board. Where large scale or potentially higher risk activities were taking place on/in County properties. Staff prepared a formal permitting process that addressed key items of:

- Requirements for liability insurance.
- Specialty licensing/certification (ex. liquor sales)
- Event security requirements.
- Required materials for staff review of permit request.
(site plan, application form, parks facility rental, proof of payment for fees/invoices)
- Applicable non-County permitting requirements (ex. City jurisdiction).
- Minimum timeframe required to obtain a use permit (120 days currently).
- Permit denial and applicant rebuttal options.
- Formal steps/actions (Park Commission and County Board).
- Other(s).

The process was ultimately not raised to County policy level but has been followed as a Department operational guideline. In general, the approach has aided in good vertical communication within the organization and an equitable and professional process.

Some issues have surfaced with the current procedure, in terms of being too restrictive for permit requests that are brought forward inside required timelines, blanket liability insurance requirements for any event type – regardless of risk dynamics to the County. The Department has acted as “gate keeper” as it pertains to non-County based requirements (ex. City jurisdiction permits) and others to ensure all requirements are met.

Staff have again been tasked with redefining the process in which a use permit is issued with aim to make improvements that might allow for efficiencies for the customer and staff. As example, depending on event details (size, scope, nature of event etc.) some permits would be processed administratively and not require formal action. This would also allow, in appropriate situations, last minute requests to be addressed.

This item will be a focus for the remaining portion of the year. For the September meeting staff seek comments/input, questions and kick-off conversation around the topic including considerations from the Commission as to how use permitting for special events might be handled. Staff are in the process of researching comparable examples and learning how other agencies (County and City) approach this work.

Recommendation: No recommendation is requested at this time.