



Parks & Recreation Commission Meeting

Wednesday July 12, 2023

Lake Minnewashta Regional Park

6900 Hazeltine Blvd

Excelsior, MN 55331

- **5:30 pm Tour: Meet at the Lakeview Shelter**
- **7:30 pm Regular Meeting: Lakeview Shelter (Maintenance Shop if inclement weather)**

AGENDA

- 1) Call to Order (7:30 p.m.)
- 2) Roll Call (7:30 p.m.)
- 3) Approval of Agenda (7:31 p.m.)
- 4) Approval of the June 14th, 2023 Regular Meeting Minutes (7:32 p.m.)
- 5) Commissioner Liaison Report (7:35 p.m.)
- 6) Open to the Public (7:40 p.m.)
- 7) Consent Agenda
 - a. Special Use Permit – Central Cross Country Meets
 - b. Special Use Permit – Mayer Lutheran High School's We Walk Marathon
 - c. Special Use Permit – St. John's Lutheran School Cross Country Meet
- 8) Old Business (7:45 p.m.)
 - a. 2024 Preliminary Budget
 - i. Operations and Maintenance, Schedule A & E, 2024 Capital Project Listing
- 9) New Business (8:00 p.m.)
 - a. Lake Minnewashta Playground Consultant Selection
- 10) Staff Reports (8:30 p.m.)
 - a. General Operations & Recreation Services
 - b. Maintenance and Natural Resources Operations
 - c. Administrative Update
- 11) Commission Member Reports (8:45 p.m.)
- 12) Next Meeting Date (8:50 p.m.)
 - a. August 9, 2023
 - b. Site Visit
- 13) Adjourn (8:55 p.m.)

Upcoming Events and Activities

- 7/15/23: Lake Minnewashta Mud Run
- 7/21/23: Camping with the Stars Weekend

CARVER COUNTY



Parks & Recreation Commission Meeting

Wednesday June 14, 2023
Lake Waconia Regional Park
8170 Paradise Lane
Waconia, MN 55387

- **5:30 Tour (Assemble at Dock, West of Beach)**
 - Coney Island
 - Lake Waconia Regional Park
- **7:30 pm Regular Meeting (Picnic Area Near Beach)**
 - If inclement weather, meet in the Waconia Event Center

MINUTES

- 1) Call to Order (7:30 p.m.)
 - a. R. Welch called the meeting to order at 7:30pm.
- 2) Roll Call (7:30 p.m.)
 - a. Present: Jenn Brewington, Christine Fenner, Curt Kobilarcsik, Mark Lagergren, and Reid Welch
 - b. Absent: Makiza Johnson and Scott Knight
 - c. Staff Present: Tim Lynch, Marty Walsh, Sam Pertz, Jake Sandvig, and Hope Mack
- 3) Approval of Agenda (7:31 p.m.)
 - a. Motion to approve the agenda with the proposed amendment made by J. Brewington, Seconded by C. Fenner; Passed 5-0
- 4) Approval of the May 10th, 2023 Regular Meeting Minutes (7:32 p.m.)
 - a. Motion to approve the minutes made by J. Brewington, Seconded by C. Kobilarcsik; Passed 5-0
- 5) Commissioner Liaison Report (7:35 p.m.)
 - a. Commissioner Lynch reported that the update on the WSC and Coney Island tour was beneficial and inquired about lifeguard services at Lake Waconia Regional Park.
- 6) Open to the Public (7:40 p.m.)
 - a. N/A
- 7) New Business (7:45 p.m.)
 - a. 2024 Preliminary Budget: Operations and Maintenance, Schedule A & E, & 2024 Capital Project Listing
 - i. M. Walsh provided the 2024 budget, which is nearly completed, for review. It will go to the County Board for approval in July or August. Schedules A & E and Capital Projects were also reviewed and discussed.
 - b. Bid Review and Recommendation for the Coney Island Monument
 - i. Three bids were submitted for this project, and upon review, WSB recommended Blackstone Contractors, the company who gave the lowest bid.
 - ii. Motion to accept Blackstone Contractor's bid made by M. Lagergren, Seconded by J. Brewington; Passed 5-0.

CARVER COUNTY



- 8) Staff Reports (8:10p.m.)**
- a. General Operations & Recreation Services**
 - i. S. Pertz reported that we have communicated about the open status of our beaches, current lifeguard services, and that watercraft rentals have begun. The Mud Run will be on 7/15/23, and we are seeing many of our recreation offerings filling up.
 - b. Maintenance and Natural Resources Operations**
 - i. J. Sandvig gave an update that staff is preparing for the 4th of July and Mud Run events, trees will be treated for EAB this month, trees will be removed and replanted at the campground, a new disc golf course map will be installed at the 1st hole, vegetation on the trails will be trimmed, and Lake Minnewashta Regional Park was seal coated and striped.
 - c. Administrative Update**
 - i. Waterfront Service Center
 - 1. M. Walsh discussed the progress being made and timeline for completion.
 - ii. Legislative Information
 - 1. M. Walsh updated the members on the Modernization Bill and stated that we did not receive funding for the Lake Waconia Regional Park Phase 3 project.
 - iii. Request for Proposal Lake Minnewashta Regional Park Playground
 - 1. We received proposal from 3 companies, and Marty recommends accepting the proposal from SRF. This will be on the July Park Commission agenda.
- 9) Commission Member Reports (8:20 p.m.)**
- a.** Baylor Regional Park is being exceptionally maintained, and there are many mid-week campers. The new patio looks great.
 - b.** 4th of July Firework shows will be at both Lake Minnewashta and Lake Waconia Regional Parks.
- 10) Next Meeting Date (8:25 p.m.)**
- a.** July 12th, 2023
 - b.** Site Visit at Lake Minnewashta Regional Park. Meet for a tour at 5:30pm.
- 11) Adjourn (8:30 p.m.)**
- a.** Motion to adjourn at 8:31pm made by J. Brewington, Seconded by R. Welch; Passed 5-0



**Carver
County
Parks**

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 & Trails Supervisor
SUBJECT: Special Event Use Permit – H.S. Cross Country Endurance Events, ISD 108
DATE: July 6, 2023

This memorandum outlines the pertinent details for review and recommendation for issuance of a Special Event Use Permit to ISD 108, to conduct H.S. Cross Country endurance events which are planned to occur at Baylor Regional Park.

ISD 108 (NYA Central Schools) – 2023 H.S. Cross Country Endurance Events

- **Date(s):** 8/21/23: 5 Teams; 9/12/23: 20+ Teams
- **Where:** Baylor Regional Park, Camden Township
- **What:** Running Endurance Events for High School Athletes
- **Attendance:** The Department has used an estimate of (100) total people, spectators/athletes/coaches per team. The meet date of 9/12 will draw very large crowds in the park, well over 2,000+ people.
- **Impact on Baylor Park:** Use of Prairie picnic shelter for finish area, race routes utilize trail system within park, all the parking capacity within the park will be utilized by the event on 9/12.
- **Required Permit Items Obtained & Reviewed:** Yes, process underway.
 - Outstanding items at the time of the July Park Commission meeting: proof and approval of liability insurance, submittal of any required site plans (race route, start/finish, parking plan, additional BIFF location etc.), parking/traffic control plan for event date(s) of 8/21 and 9/12, payment in full for use fees (invoice not prepared/sent)
- **Significant Elements/Items of Attention:** These events occupy most of the park grounds, use of the trail system, and overall parking capacity for the mid-afternoon and into later evening for each event. While the Department has not received public complaint/comment in the many years of the events at the park, it would be reasonable if a general park patron had a frustrated experience at Baylor Park on these dates.
- **Permit Fees:** Applicable fees per the 2023 County Fee Schedule include team meet, shelter rental fees, and special event use permit application fee (One fee applied for both event dates).
- **Years with County Issued Use Permit:** 23+ years.
- **Staff Notes:** There have been no prior issues with this event group. Their attention to detail and care for the park grounds and facilities are top of mind and greatly appreciated. These events are outstanding examples of use of the park property. Messaging to motorists on CR33 continues to be a key event operation from staff perspective and is a required component of the event operation as stated in the use permit.

Recommendation: It is requested that the Park Commission recommend issuance of a Special Event Use Permit to ISD 108 Central Schools, and onto the County Board for permit issuance with the completion of all outstanding items.

CARVER COUNTY



**Carver
County
Parks**

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 & Trails Supervisor
SUBJECT: Special Event Use Permit – “We Walk” Speed Walking Marathon Race
DATE: July 6, 2023

This memorandum outlines the pertinent details for review and recommendation for issuance of a Special Event Use Permit to an informal local group coordinating a competitive speed walking marathon which is planned to occur on the Dakota Rail Regional Trail.

Local (Informal) Group: “We Walk” Speed Walking Marathon Race

- **Date(s):** Saturday, September 23, 2023 (No alternative date listed)
- **Where:** Dakota Rail Regional Trail (generally between CR155 and Lester Prairie – McLeod Cty)
- **What:** Speed walking marathon race for adult athletes.
- **Attendance:** It is anticipated that 150 people or less will be involved. (participants / spectators / volunteers)
- **Impact on Park System:** Minimal use to regional trail facility. The primary segment of trail identified is between CR10 and the western county line. Weekends generally receive increased use; however, the event fits the intended use of the facility.
- **Required Permit Items Obtained & Reviewed:** Yes, all required permit items have been provided.
- **Significant Elements/Items of Attention:** Event duration will be ~9 hours long, not including set-up and take-down time. Permit does not authorize the use of motorized equipment (unless needed for emergency) on the trail corridor. Exclusive use of the trail is not provided in the permit.
- **Permit Fees:** Applicable fees per the 2023 County Fee Schedule include permit application fee.
- **Years with County Issued Use Permit:** 6 years, with no standing issues/conflict with the event operations.
- **Staff Notes:** Staff sees no significant issue with the event and/or the permitting process. The permittee is an informal local group coordinating this event. The event is insured by the US Track and Field (USTF) organization as the race is USTF sanctioned.

Recommendation: It is requested that the Park Commission recommend issuance of a Special Event Use Permit to the informal local group listed and move onto the County Board for final authorization.

CARVER COUNTY

Mayer Lutheran HS serves as the start and finish to the course.





**Carver
County
Parks**

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 & Trails Supervisor
SUBJECT: Special Event Use Permit Request – St. Johns Lutheran School of Norwood Young America
DATE: July 6, 2023

This memorandum outlines the pertinent details for review and recommendation for issuance of a Special Event Use Permit to St. Johns Church & School of Norwood Young America for the coordination of an elementary school cross country running race/meet. The use permit would allow special use for a portion of Baylor Regional Park owned by Carver County.

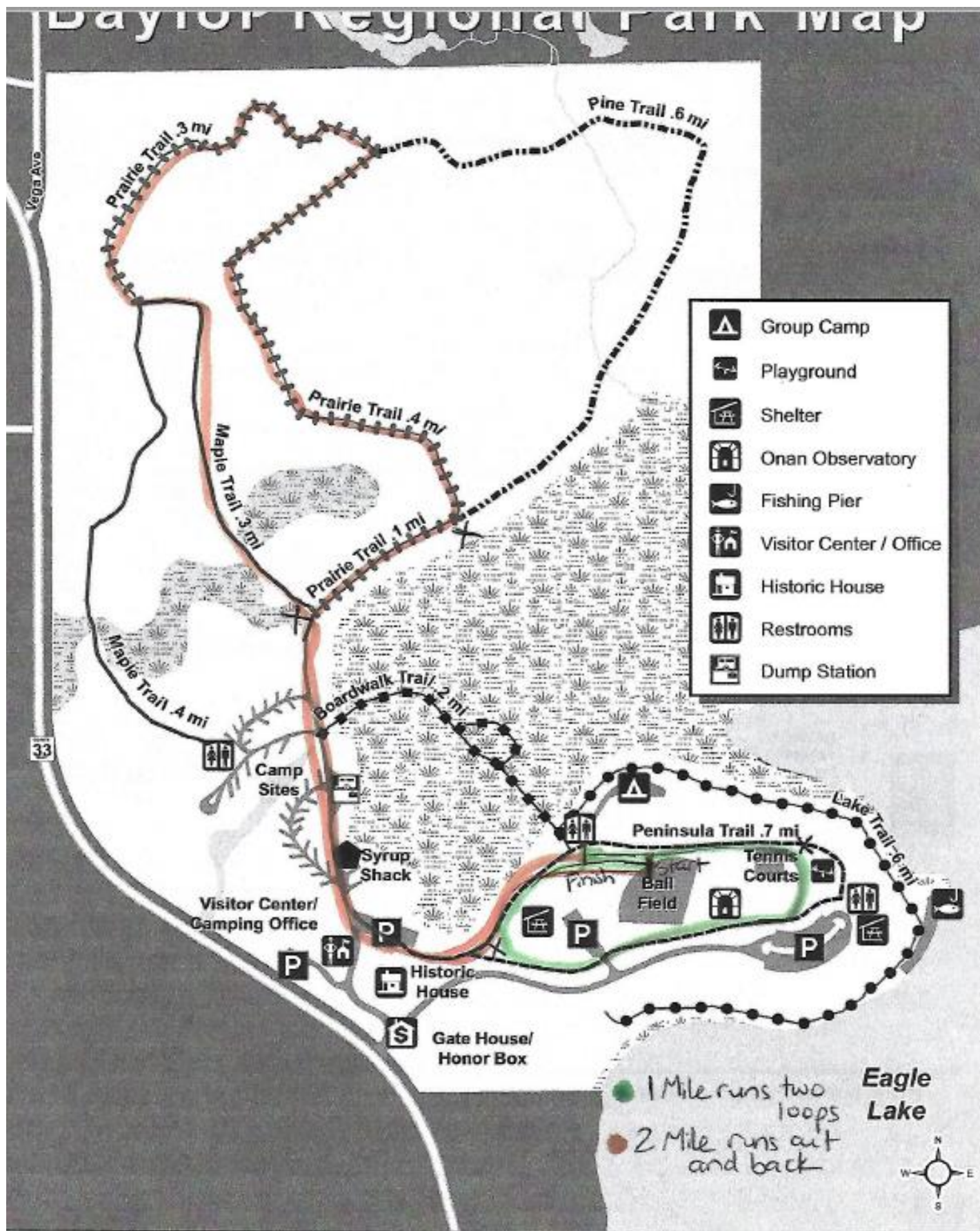
St. Johns Lutheran Church & School

- **Date(s):** Tuesday, September 19, 2023. (No inclement weather date determined)
- **Where:** Baylor Regional Park, Norwood Young America. (Site map included)
- **What:** Running race/meet for elementary school age participants and spectators.
- **Attendance:** Anticipation of 200+ total people including participants/spectators/school faculty etc.
- **Impact on Baylor Park:** Similar to the other cross country meets facilitated on the park property, the event operations will result in portions of the park being less available for use by other patrons as a result of the event operations and volume of people in certain areas.
- **Required Permit Items Obtained & Reviewed:** Yes, all required items are submitted, review and formal process underway.
- **Significant Elements/Items of Attention:** Staff do not see items or details to this event that are particularly important for the Park Commission to be aware of. The first year of this event occurrence (2022) was both successful and well operated.
- **Permit Fees:** Applicable fees per the 2023 County Fee Schedule special event use permit application.
- **Years with County Issued Use Permit:** 2
- **Staff Notes:** These types of events are excellent uses of the regional parks. One of the primary benefits to the County is increased awareness to the park area by new visitors. The event group continues to be well organized and responsive to the permitting processes.

Recommendation: It is requested that the Park Commission recommend issuance of a Special Event Use Permit to St. John's Lutheran Church & School of Norwood Young America for the facilitation of their cross country running race to the County Board for final authorization.

CARVER COUNTY

Dayton Regional Park Map





**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN 55322

MEMO

TO: Members of the Park Commission
FROM: Martin Walsh, Parks and Recreation Director
SUBJECT: 2024 Recommended Operations and Maintenance Budget
DATE: July 3, 2023

Below are highlights from the 2024 requested Parks Operations and Maintenance Budget as compared to the 2023 budget. Figures are projections and rounded to nearest \$1,000. Also see graphic presentation of the 2024 O & M Budget Recommendation and 2024 Budget Summary attached.

General Fund

- Revenue increased by \$112,000
- Expenses increased by \$284,000
- General Fund support increased by \$172,000

Salaries and Benefits

- Increased by \$172,000
 - Reflects increases in wages and benefits for staffing. It also matches the requested increase in General Fund support.

Services

- Increased by \$56,000
 - This increase is largely a placeholder for now within the budget for new Part-time and seasonal staffing related to the new park building for Waconia Regional Park. It is anticipated that the County Board would approve the positions and these funds would be allocated towards salaries and benefits. The salaries are offset by the increase in revenue from program and building rental fees. The other notable increase within services is an increase in funding for marketing and software licensing.

Supplies

- Increased by \$1,000
 - Reflects an increase for building and structure repair. An adjustment was also made shifting the purchase of campground firewood from recreation supplies to miscellaneous expenses for better internal communications on what is budgeted for supplies for recreation programs.

Capital

- Increased \$55,000
 - Reflects an increase in site and grounds improvements which is largely funded with the increase in revenue provided through grant funding of the Metropolitan Council for operations and maintenance expenditures. These funds will assist us with pavement management as our paved surfaces have aged to a point requiring more extensive work to maintain them in a state of good repair.

Recommendation: It is requested that the Park Commission Recommend to the County Board the 2024 Operations and Maintenance Budget Request.

CARVER COUNTY

CARVER COUNTY PUBLIC WORKS

2024 BUDGET SUMMARY

PROGRAM ADMINISTRATION / LYNDON ROBJENT

07/07/23

2:58 PM

FUND / DEPT	DESCRIPTION	ACCOUNT	2022 BUDGET	2023 BUDGET	2024 MGMT REQUESTED	2024 DIV DIR SUGGESTED
PARKS - GENERAL						
01-520	PARKS - ADMINISTRATION					
	ADMINISTRATION - REVENUE	000	(\$548,610)	(\$589,168)	(\$701,022)	(\$700,022)
	ADMINISTRATION - EXPENSES	000	\$1,621,015	\$1,730,297	\$2,014,505	\$2,014,505
	FUND 01 NET		\$1,072,405	\$1,141,129	\$1,313,483	\$1,314,483

(\$111,854)

01-520	PARKS					
	SALARIES & BENEFITS		\$1,131,659	\$1,242,694	\$1,415,024	\$1,415,024
	SERVICES		\$319,622	\$306,447	\$362,502	\$362,502
	SUPPLIES		\$87,250	\$88,672	\$89,495	\$89,495
	CAPITAL		\$80,984	\$90,984	\$145,984	\$145,984
	REFUNDS, OTHER		\$1,500	\$1,500	\$1,500	\$1,500
	PARK EXPENSE SUMMARY TOTAL		\$1,621,015	\$1,730,297	\$2,014,505	\$2,014,505
				\$474,603	586,457	111,854

111,854

FUND / DEPT	DESCRIPTION	ACCOUNT NUMBER	2022 BUDGET	2023 BUDGET	2024 MGMT REQUESTED	2024 DIV DIR SUGGESTED
01-520	PARKS					
	REVENUE					
	METRO COUNCIL O & M GRANTS	520-000-0000-5285	(\$132,000)	(\$150,900)	(\$200,000)	(\$200,000)
	PARKS & TRAILS FUND	520-000-0000-5350	(\$138,000)			
	PARKS & TRAILS FUND OUTREACH	520-000-5050-5350		(\$13,000)	(\$43,000)	(\$43,000)
	PARKS & TRAILS FUND SALARIES	520-000-5055-5350		(\$111,000)	(\$89,100)	(\$89,100)
	PARK FEES	520-000-0000-5506	(\$105,597)	(\$117,000)	(\$148,107)	(\$148,107)
	Outdoor Recreation Program/Event Fees	520-000-0000-5522	(\$40,000)	(\$50,000)	(\$60,000)	(\$60,000)
	Public Special Event Fees , Permitted Events in Parks	520-000-0000-5523	(\$1,800)			
	MISC FEE	520-000-0000-5528	(\$12,000)			
	COMMODITY AND PROPERTY SALES	520-000-0000-5844	(\$6,600)	(\$11,000)	(\$10,000)	(\$10,000)
	MISCELLANEOUS OTHER REVENUE	520-000-0000-5857				
	MISCELLANEOUS RENTAL REVENUE	520-000-0000-5867			(\$1,000)	
	DAMAGE DEPOSITS	520-000-0000-5869			(\$500)	(\$500)
	TRANSFERS FROM OTHER FUNDS	520-000-0000-5880	(\$112,113)	(\$136,268)	(\$149,315)	(\$149,315)
	REFUNDS & REIMBURSEMENTS	520-000-0000-5899	(\$500)			
	TOTAL REVENUE		(\$548,610)	(\$589,168)	(\$701,022)	(\$700,022)

	EXPENDITURES					
	SALARIES & WAGES-PERMANENT	520-000-0000-6111	\$635,273	\$614,179	\$768,450	\$768,450
	SALARIES & WAGES-PART TIME	520-000-0000-6112	\$43,401	\$50,544	\$51,584	\$51,584
	OUTREACH SALARIES & WAGES-PART TIME	520-000-5050-6112			\$29,976	\$29,976
	P&T FUNDS SALARIES & WAGES- PERMANENT	520-000-5055-6111		\$111,000	\$89,100	\$89,100
	SALARIES & WAGES-OVERTIME	520-000-0000-6113	\$6,861	\$6,360	\$6,500	\$6,500
	SALARIES - STOC	520-000-0000-6119	\$168,589	\$159,120	\$159,120	\$159,120
	CAFETERIA CONTRIBUTIONS	520-000-0000-6121	\$128,452	\$133,436	\$142,103	\$142,103
	PER DIEM	520-000-0000-6125	\$2,500	\$2,500	\$2,500	\$2,500
	OPEB	520-000-0000-6150				
	COMPENSATED ABSENCES	520-000-0000-6151	\$1,168	\$1,218	\$1,564	\$1,564
	HEALTH AND LIFE INSURANCE	520-000-0000-6152	\$4,977	\$5,293	\$5,531	\$5,531
	MEDICARE	520-000-0000-6155	\$12,008	\$13,460	\$14,291	\$14,291
	P.E.R.A.	520-000-0000-6162	\$51,415	\$57,698	\$61,992	\$61,992
	F.I.C.A.	520-000-0000-6172	\$51,344	\$57,561	\$61,110	\$61,110
	WORKER'S COMPENSATION	520-000-0000-6173	\$23,462	\$28,032	\$18,671	\$18,671
	LONG TERM DISABILITY INS	520-000-0000-6175	\$2,209	\$2,293	\$2,532	\$2,532
	DATA LINE SERVICES	520-000-0000-6211			\$2,500	\$2,500
	MARKETING	520-000-0000-6232	\$8,000	\$11,500	\$20,000	\$20,000
	SUBSCRIPTIONS, & DUES	520-000-0000-6240	\$4,000	\$2,500	\$2,500	\$2,500
	LEGAL NOTICE PUB & EMPLOYMENT ADS	520-000-0000-6241	\$1,000	\$2,500	\$2,500	\$2,500
	ELECTRICITY	520-000-0000-6251	\$18,400			
	REFUSE COLLECTION	520-000-0000-6252	\$5,500	\$8,000	\$6,800	\$6,800
	SEWER & WATER	520-000-0000-6253	\$10,000			
	PROFESSIONAL & TECH. FEES	520-000-0000-6260	\$176,158	\$174,933	\$222,914	\$222,914
	PROFESSIONAL & TECH. FEES - OUTREACH	520-000-5050-6260		\$13,000	\$13,024	\$13,024
	DATA PROCESSING SERVICES	520-000-0000-6263	\$2,500	\$2,500	\$2,500	\$2,500
	SOFTWARE LICENSING FEE	520-000-0000-6265	\$13,200	\$13,850	\$15,100	\$15,100

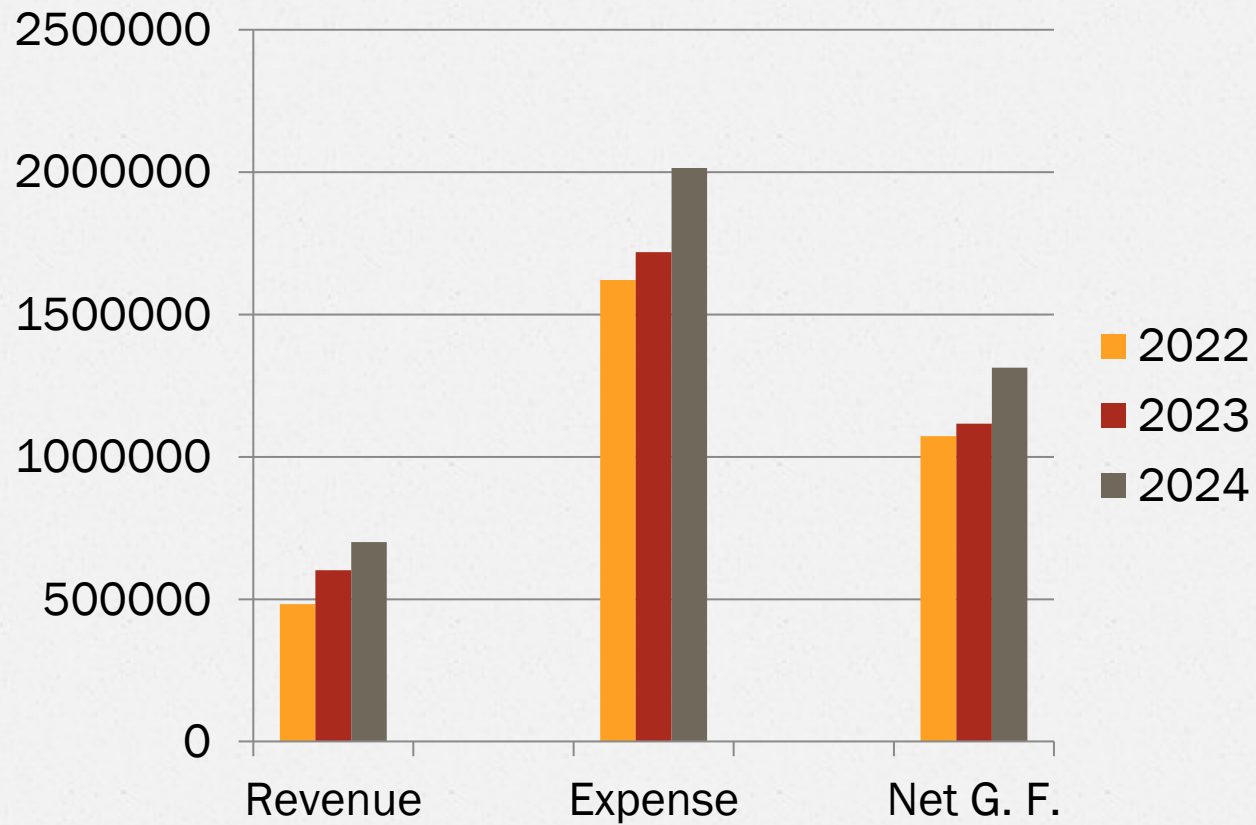
FUND / DEPT	DESCRIPTION	ACCOUNT NUMBER	2022	2023	2024 MGMT	2024 DIV DIR
			BUDGET	BUDGET	REQUESTED	SUGGESTED
	DUST CONTROL	520-000-0000-6288	\$500	\$500		
	BUILDING & STRUCTURE REPAIR	520-000-0000-6313	\$8,000	\$8,000	\$9,000	\$9,000
	MACHINERY & EQUIPMENT REPAIR	520-000-0000-6314	\$1,500	\$1,400	\$1,400	\$1,400
	EMPLOYEE MILEAGE ALLOWANCE	520-000-0000-6331	\$3,200	\$2,500	\$2,500	\$2,500
	CONFERENCE & TRAINING	520-000-0000-6332	\$5,000	\$5,600	\$6,600	\$6,600
	RENTALS	520-000-0000-6340	\$39,000	\$29,000	\$26,000	\$26,000
	SERVICE AGREEMENTS	520-000-0000-6346		\$7,500		
	INSURANCE PREMIUM	520-000-0000-6350	\$9,664	\$9,664	\$9,664	\$9,664
	MISCELLANEOUS EXPENSES	520-000-0000-6379	\$3,500	\$3,000	\$9,000	\$9,000
	RECREATION PROGRAMS & SPECIAL EVENTS	520-000-0000-6386	\$10,500	\$10,500	\$10,500	\$10,500
	OFFICE SUPPLIES	520-000-0000-6401	\$2,500	\$2,200	\$2,465	\$2,465
	GENERAL OPERATING SUPPLIES	520-000-0000-6420	\$4,000	\$3,000	\$3,000	\$3,000
	CUSTODIAL SUPPLIES	520-000-0000-6422	\$5,500	\$6,772	\$6,772	\$6,772
	LP GAS	520-000-0000-6425	\$9,000	\$13,000	\$13,000	\$13,000
	GROUNDS KEEPING SUPPLIES	520-000-0000-6426	\$21,700	\$21,700	\$27,300	\$27,300
	BUILDING SUPPLIES	520-000-0000-6427	\$6,000	\$8,000	\$7,000	\$7,000
	RECREATION SUPPLIES	520-000-0000-6452	\$16,000	\$16,000	\$10,658	\$10,658
	REFERENCE BOOKS & LIBRARY MAT.	520-000-0000-6453	\$150	\$100	\$100	\$100
	UNIFORMS & CLOTHING	520-000-0000-6457	\$4,500	\$4,500	\$5,000	\$5,000
	TOOLS & SHOP MATERIALS	520-000-0000-6464	\$3,500	\$3,000	\$3,000	\$3,000
	NON-CAPITALIZED EQUIPMENT	520-000-0000-6480	\$8,500	\$8,500	\$9,500	\$9,500
	GASOLINE	520-000-0000-6561				
	DIESEL	520-000-0000-6562				
	MOTOR OIL & LUBRICANTS	520-000-0000-6563	\$400	\$400	\$200	\$200
	MACHINERY PARTS	520-000-0000-6564	\$5,500	\$1,500	\$1,500	\$1,500
	VEHICLE PARTS	520-000-0000-6566				
	SITE & GROUNDS IMPROVEMENTS	520-000-0000-6610	\$80,984	\$90,984	\$145,984	\$145,984
	REFUNDS	520-000-0000-6810	\$1,500	\$1,500	\$1,500	\$1,500
	TOTAL EXPENSE		\$1,621,015	\$1,730,297	\$2,014,505	\$2,014,505



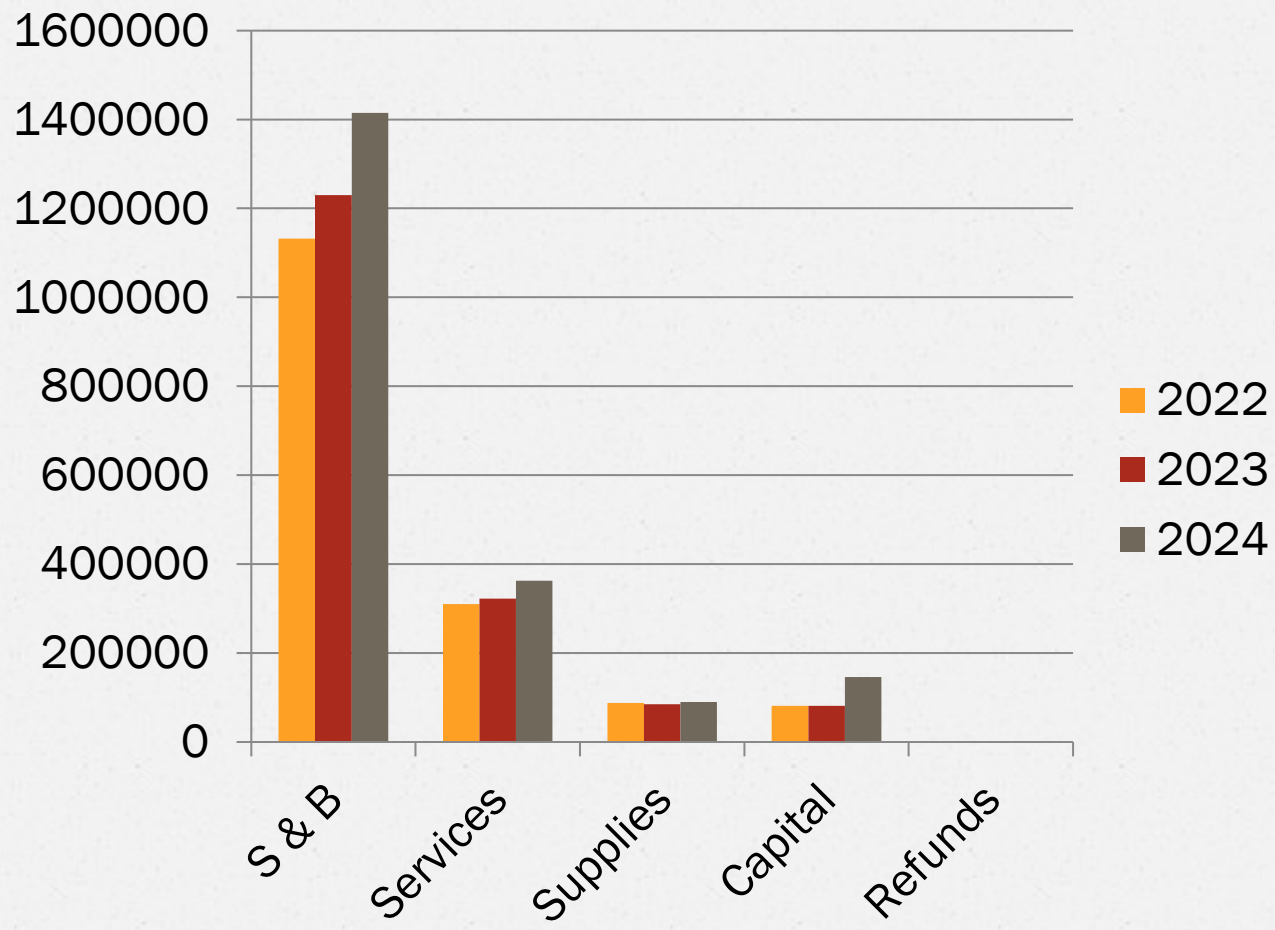
2024 Recommended Operations and Maintenance Budget Request

July 12th, 2023 Park Commission Meeting

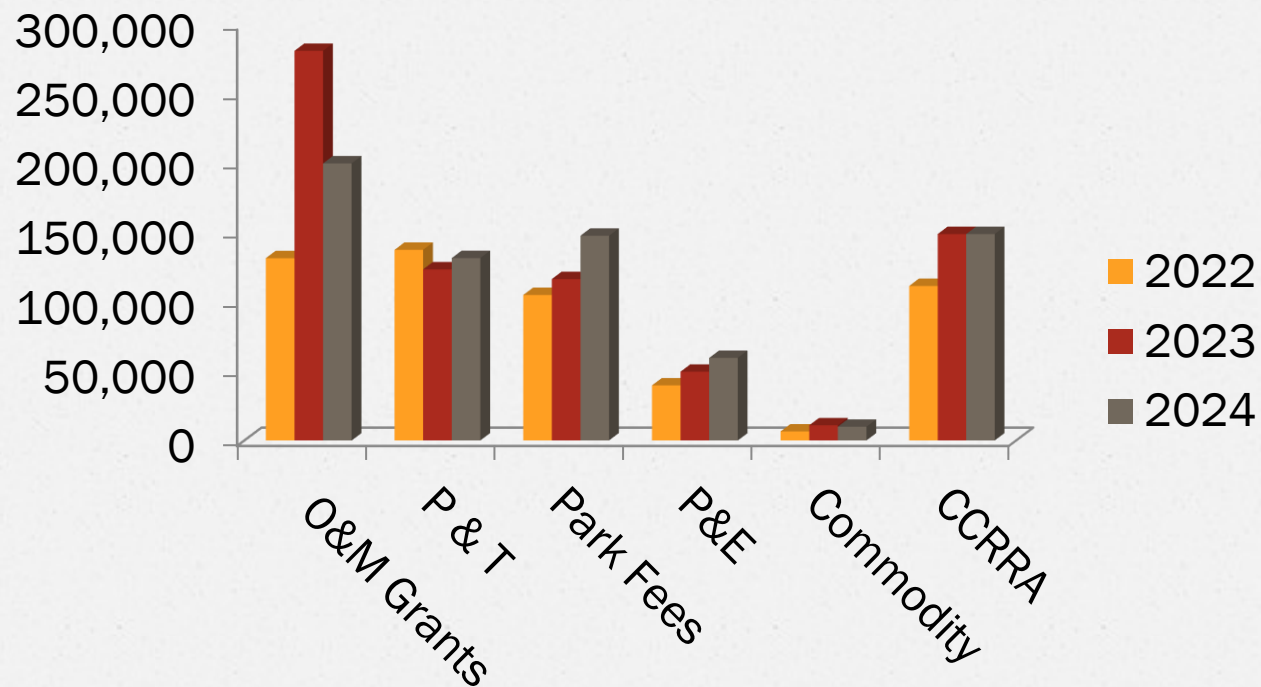
Revenue and Expense Comparison



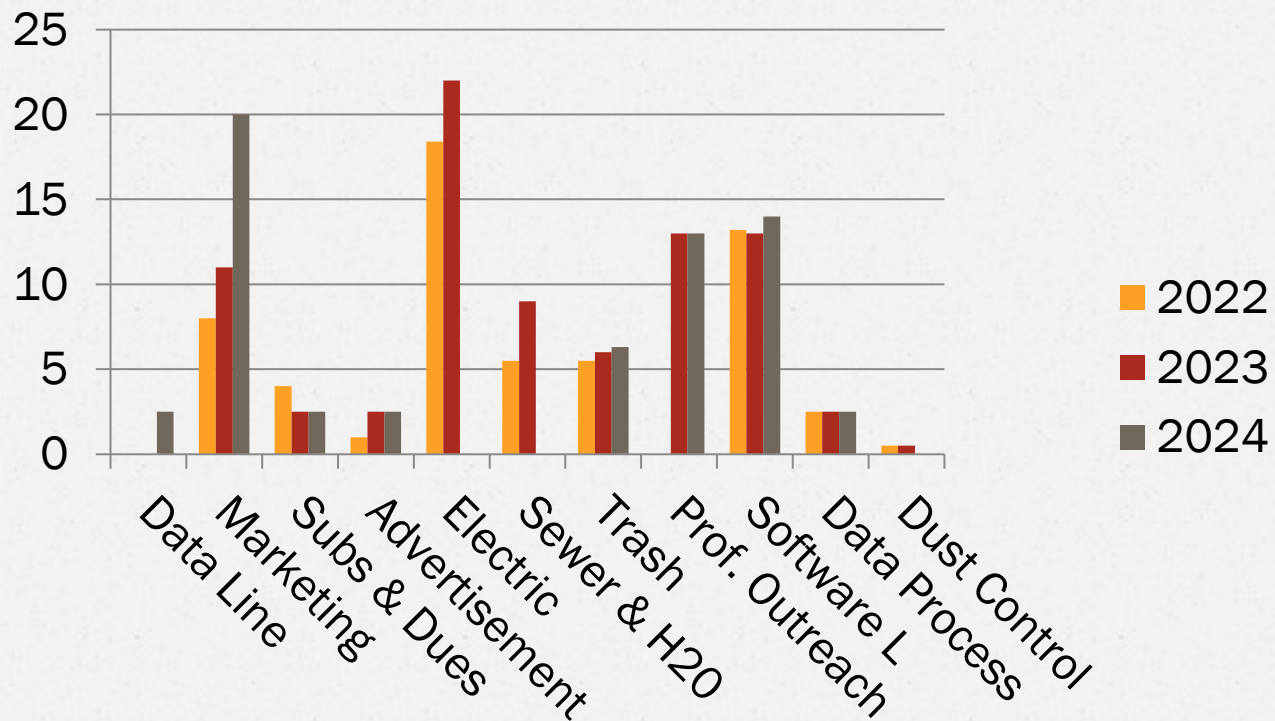
Expense Comparison by Category



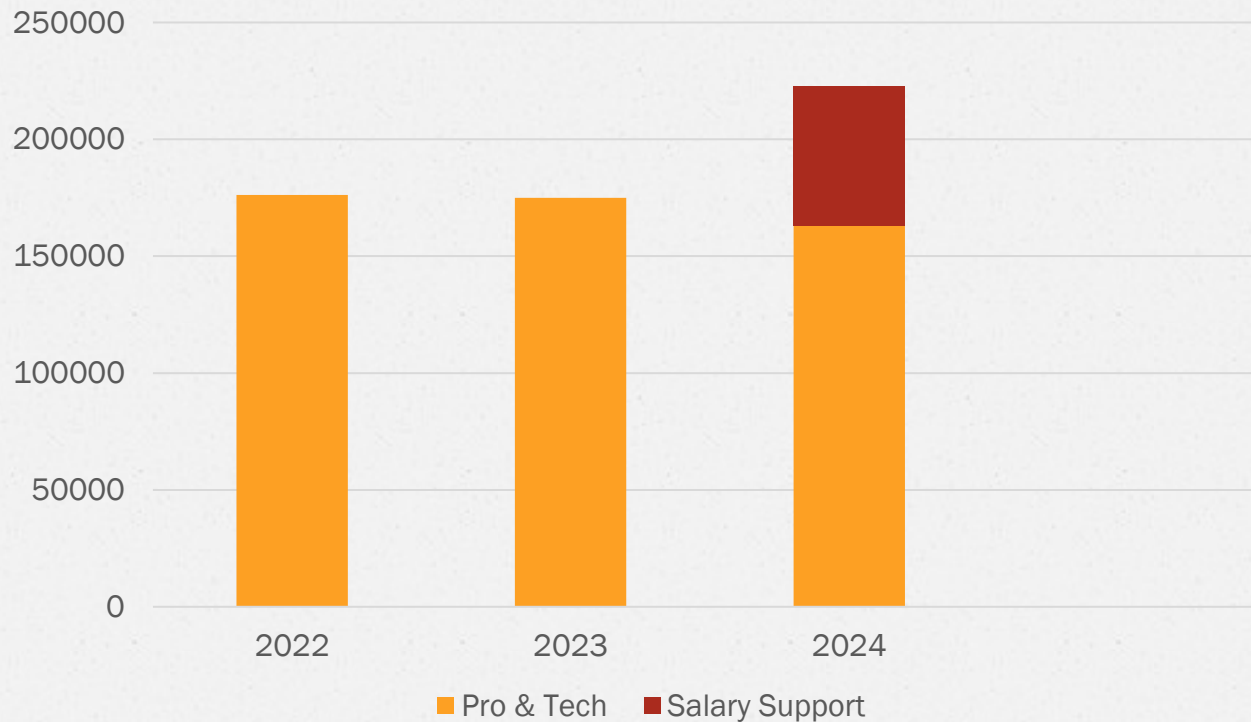
Revenue



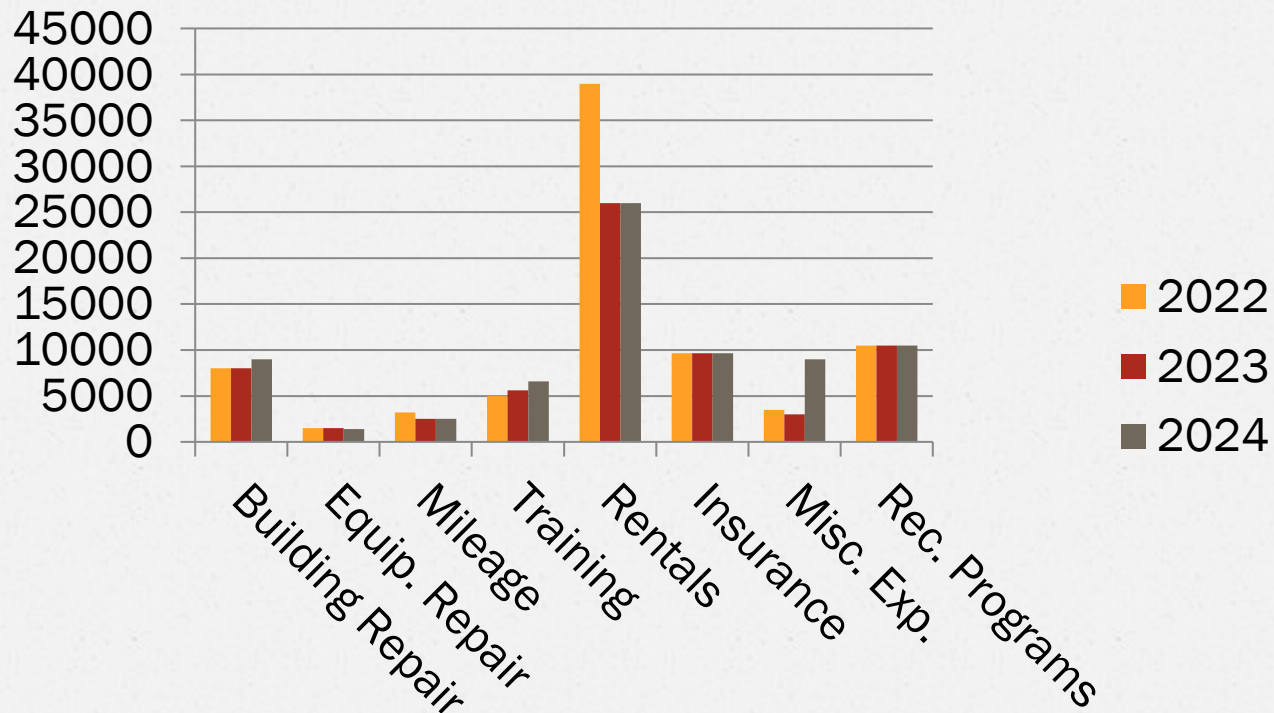
Contracted Services 1000's



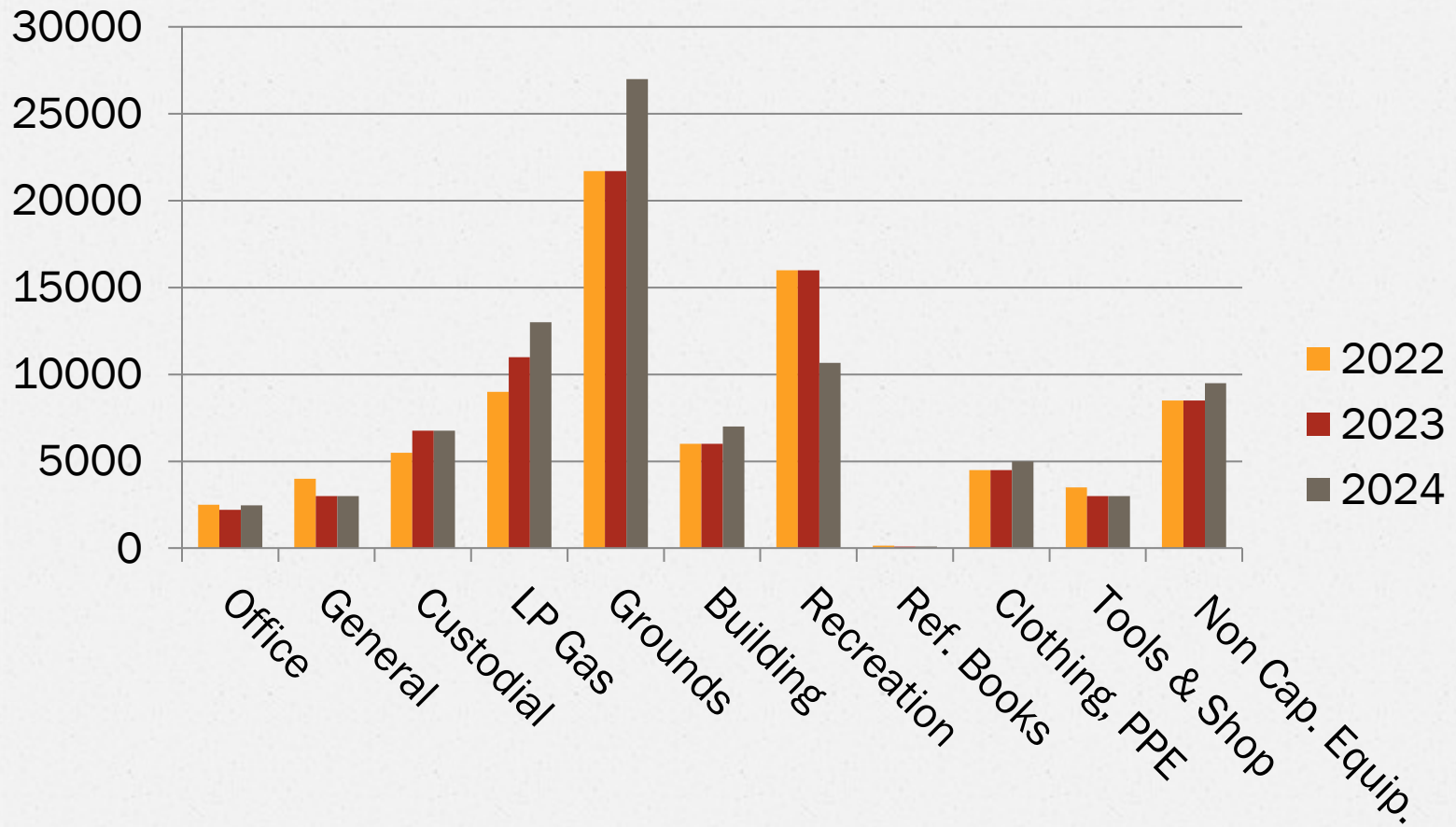
Professional & Technical Services



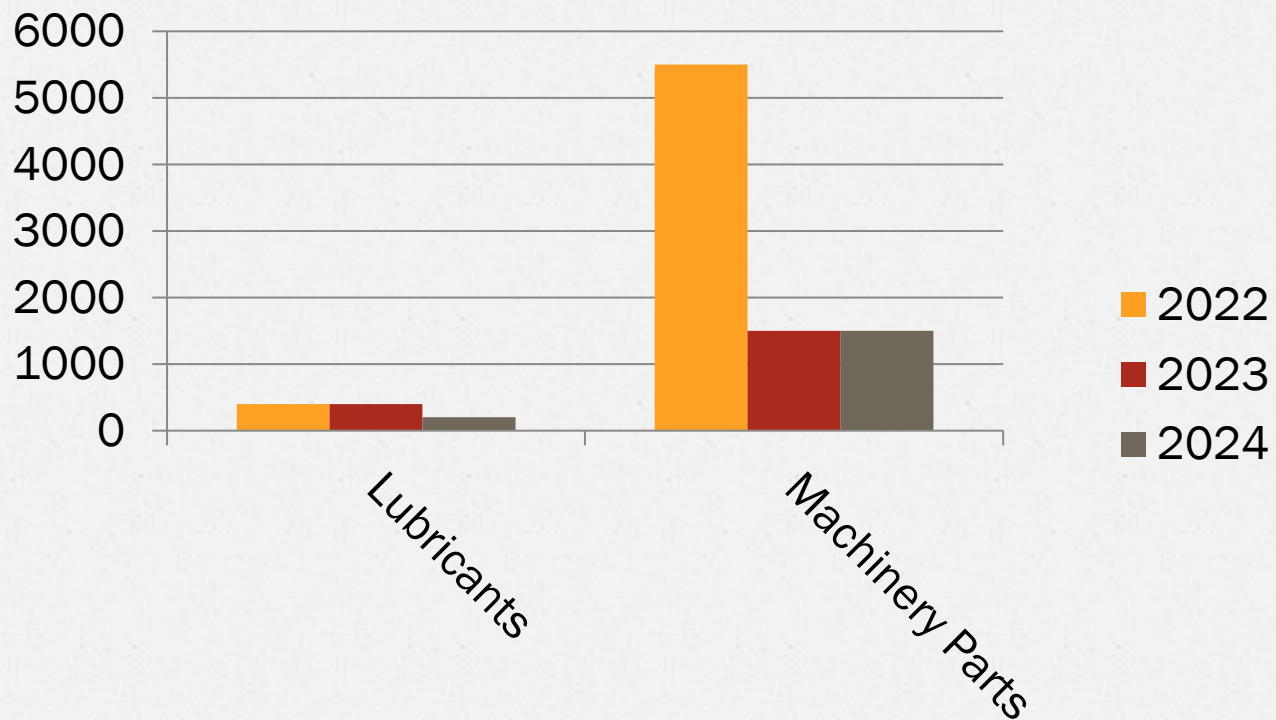
Rentals and Service Agreements



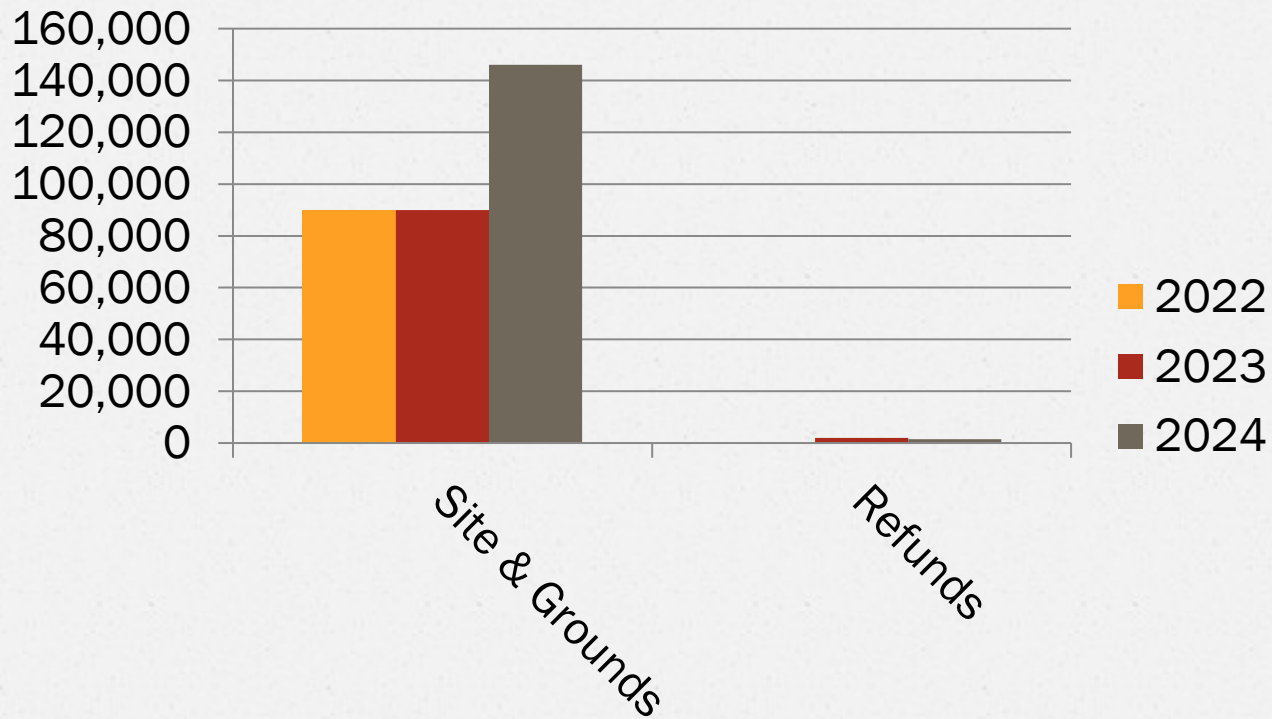
Operating Supplies



Equipment Supplies



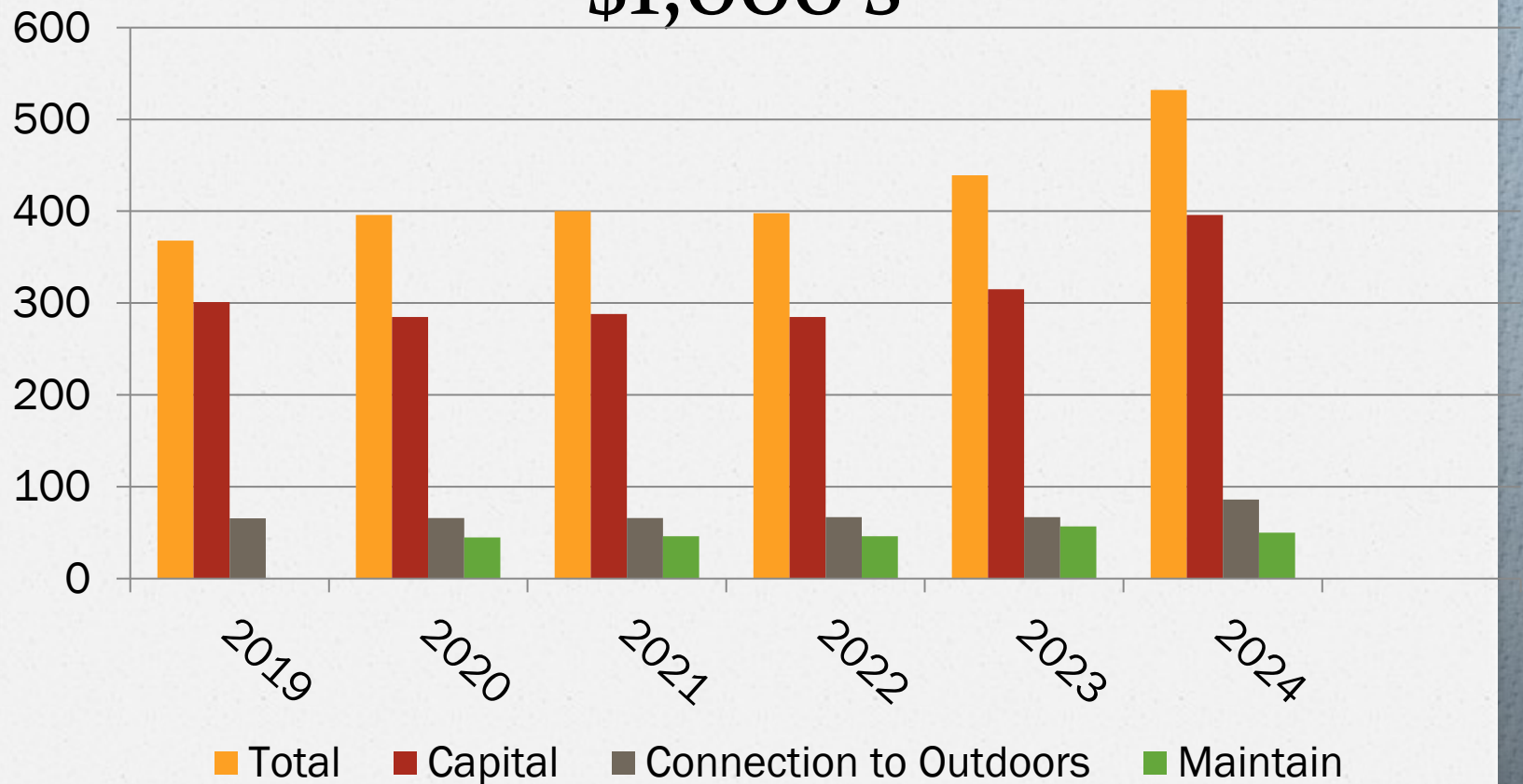
Site and Grounds Improvements





Parks and Trails Fund

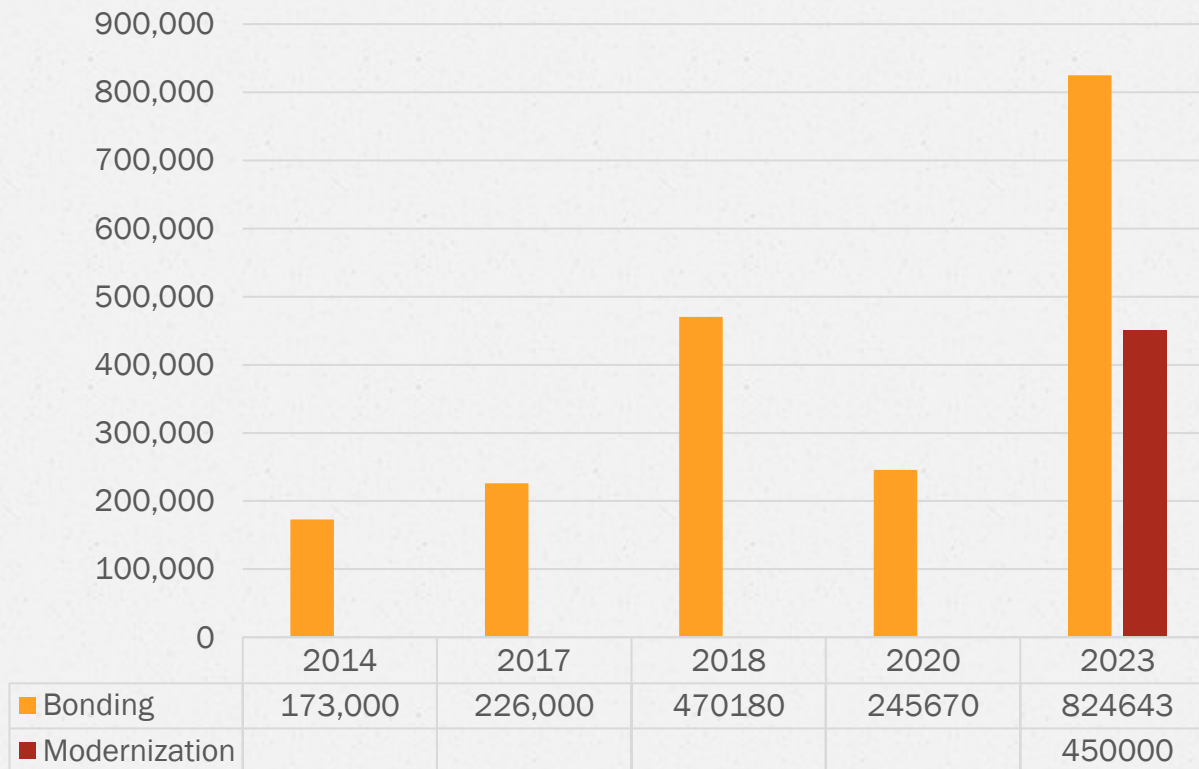
Parks and Trails Funding In \$1,000's





Metropolitan Regional Park CIP

Metropolitan Council CIP Funding





**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN 55322

MEMO

TO: Members of the Park Commission
FROM: Martin Walsh, Parks and Recreation Director
SUBJECT: Consulting Services for Lake Minnewashta Creative Playground
DATE: June 30, 2023

The Lake Minnewashta Regional Park Playground is approximately 27 years old and at the end of its useful life. The playground is showing signs of deterioration such as wearing of rubberized surfaces exposing metal edges, decaying wooden retaining walls, continued replacement of aged and worn play components.

Park and Public Works Planning Staff reviewed proposals by Midwest Playscapes, TKDA and SRF Consulting Group.

The proposal by Midwest Playscapes was not comprehensive enough to consider for the project as it did not include engineering services. Proposals by TKDA and SRF were complete.

Proposals were evaluated on, but not limited to the below criteria:

- A.** Experience in playground planning and design work of a comparative size and scope
- B.** Demonstrated effectiveness in public engagement processes with creative playgrounds in a county or regional park system
- C.** Demonstrated effectiveness at obtaining input from disadvantaged populations
- D.** Expressed understanding of the project deliverables
- E.** Qualifications of consulting firm and key personnel
- F.** Ability to meet the proposed timeline
- G.** Cost

TKDA's Proposal: \$70,800

SRF's Proposal: \$89,700

Staff finds the proposal submitted by SRF Consulting services to be the most desirable based on:

- Experience with Regional Park creative play areas and destination playgrounds
- A robust public engagement plan
- Strong community outreach promotion (press releases, social media, email updates to contact listing, use of County communications channels)
- Second survey to obtain additional information including demographic questions and identifying strategies for ensuring underrepresented voices are engaged
- Well laid out and comprehensive proposal taking the project to completion
- Size and complexity of the project

Total project cost is estimated at \$1,000,000 including design and engineering services.

Recommendation: It is requested that the Park Commission recommend to the County Board contracting with SRF Consulting Group for design and engineering services for the Lake Minnewashta Regional Park creative playground.

CARVER COUNTY