



Parks & Recreation Commission Meeting

Wednesday May 10, 2023

Baylor Regional Park

10775 County Road 33

Norwood Young America, MN 55397

5:30 Tour (Assemble at Visitor Center)

- Dakota Rail RT- Crane Creek Bridge
- Baylor Regional Park

7:30 pm Regular Meeting (Visitor Center)

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 April 12th, 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) New Business (7:45 p.m.)
 - a. HKGi proposal for Parks and Trails Visioning and Strategic Investment Plan
- 8) Informational/Discussion (8:00)
 - a. Planning Activities
- 9) Staff Reports (8:10p.m.)
 - a. General Operations & Recreation Services
 - b. Maintenance and Natural Resources Operations
 - c. Administrative Update
 - i. Waterfront Service Center
 - ii. Legislative Information
- 10) Commission Member Reports (8:20 p.m.)
- 11) Next Meeting Date (8:25 p.m.)
 - a. June 14th, 2023
 - b. Site Visits
- 12) Adjourn (8:30 p.m.)

Upcoming Events and Activities

- 5/12/23: Camping & Shelter Season Opens
- 6/10/23: Summer Equipment Rentals at Lake Minnewashta begin
- 6/10/23: Lifeguard Services at Lake Waconia & Lake Minnewashta begin
 - 7/15/23: Lake Minnewashta Mud Run
- 7/21/23: Camping with the Stars Weekend

CARVER COUNTY



Parks & Recreation Commission Meeting

Wednesday, April 12, 2023
Public Works Headquarters
11360 Highway 212
Cologne, MN 55322
6:30 pm

MINUTES

- 1) Call to Order
 - a. M. Johnson called the meeting to order at 6:32pm.
- 2) Roll Call
 - a. Present: Jenn Brewington, Christine Fenner, Makiza Johnson, Scott Knight, Mark Lagergren, and Reid Welch.
 - b. Absent: Curt Kobilarcsik
 - c. Staff: Tim Lynch, Marty Walsh, Sam Pertz, Jake Sandvig, & Hope Mack
- 3) Approval of Agenda
 - a. Motion to approve the agenda made by R. Welch, Seconded by J. Brewington; Passed 6-0
- 4) Approval of the February 8th, 2023 Regular Meeting Minutes
 - a. Motion to approve the minutes made by M. Lagergren, Seconded by J. Brewington; Passed 6-0
- 5) Commissioner Liaison Report
 - a. Commissioner Lynch reported that at the March County Board Work Session, they gave direction, with no opposition, to tear down the Waconia Event Center. He's excited for summer to come and docks to be installed for the season.
- 6) Open to the Public
 - a. None
- 7) Consent Items
 - a. Special Use Permit - Waconia Chamber of Commerce - 4th of July Fireworks
 - i. Fireworks will be displayed on Tuesday, July 4th. This SUP has been approved for 12+ years.
 - b. Special Use Permit - Lake Minnewashta HOA - 4th of July Fireworks
 - i. Fireworks will be displayed on Monday, July 3rd. This SUP has been approved for 13+ years.
 - c. Special Use Permit - Lola's Endurance Events
 - i. The ½ Marathon & Endurance Events will take place on Saturday, June 3rd. This SUP has been approved for 7 years.
 1. Motion to approve the consent items made by S. Knight; Seconded by J. Brewington; Passed 6-0
- 8) New Business
 - a. Special Use Permit – T-Road Tavern Classic Car Shows

CARVER COUNTY



- i. Joe Lemmerman from T-Road Tavern attended to provide an overview of the event plan. The Car Shows will take place on Thursdays from June 1st to August 31st and use CCRRA property at the New Germany Dakota Rail Regional Trailhead. Staff will be in touch with Joe to monitor the impact on the property.
 - 1. Motion to approve T-Road Tavern's SUP made by M. Johnson,
Seconded by S. Knight; Passed 6-0

9) Old Business

- a. Name Recommendations to County Board for the Waterfront Service Center
 - i. S. Pertz described the process used to evaluate and score the name submissions. The commission members discussed the top scoring names as well as common themes found. Four names were chosen to bring to the County Board for final selection. 1) Dakota Commons 2) Dakota Landing 3) Meday Wa Ko Ni Ya Commons 4) Paradise Landing
 - 1. Motion to recommend the above mentioned names to the County Board made by M. Johnson, Seconded by R. Welch; Passed 6-0

10) Informational/Discussion

- a. Draft Operations Plan for the Waterfront Service Center
 - i. As shared with the County Board at the March Work Session, M. Walsh gave an update on construction progress, the building naming process, and the draft operations plan. Specific items discussed were staffing needs, hours of operation, cost to operate, and rental fee market data.

11) Staff Reports

- a. General Operations & Recreation Services
 - i. S. Pertz shared that the Maple Syrup season is over and was a great success. The Spring-Summer Program Guide is complete and being communicated to patrons.
- b. Maintenance and Natural Resources Operations
 - i. J. Sandvig reported that the Barn deck has been removed and will be replaced with a cement patio, trees will be trimmed, campsite pads will be re-graveled, and docks/umbrellas/piers will be installed late April-early May.
- c. Administrative Update
 - i. Waterfront Service Center
 - 1. Recent construction pictures were shared.
 - ii. Waconia Event Center
 - 1. M. Walsh showed what was presented to the County Board at the March Work Session showing the current condition of the building and the recommendation to remove it.
 - iii. Other Information
 - 1. Phase 2 of the Asset Management Plan will be conducted.
 - 2. Phase 3 planning for Lake Waconia Regional Park will begin.
 - 3. HCRRA will be purchasing a segment of the Minnetonka Regional Trail.
 - 4. The Hwy 41 underpass and trail work in Chaska has begun.
 - 5. We are working with Scott County on a bridge connection on the MNRBRT from 169 to Carver.



12) Commission Member Reports

- a. We had a great cross county ski season, the trails were well maintained, and the Maple Syrup Festival was highly attended.

13) Next Meeting Date

- a. May 10th, 2023
- b. Site Visit
 - i. DRRT / Baylor Park / Observatory

14) Adjourn

- a. Motion to adjourn at 8:28pm made by J. Brewington, Seconded by R. Welch; Passed 6-0

A large, light gray watermark of the Carver County logo is centered in the background of the page. It features the same circular emblem and text as the official logo at the top of the page.

CARVER COUNTY



**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: Planning Services for Park and Trail Visioning and Strategic Plan
DATE: May 5, 2023

Building on the asset management study that was completed this past December, it is proposed that the next level of planning for the Parks Department would take place to better determine a vision and direction for the services we provide.

HKGi has worked with staff on a proposal that will analyze our parks, current trends, funding, and obtain additional information from the public. They propose to use the existing Parks Open Space Comprehensive Plan value and goal statements as the starting point for this work.

The proposal includes tours to two or three other park systems (park areas) with County Board members, Park Commission Members, and staff. The tours will be beneficial as we look both internally and externally at service delivery models.

HKGi proposes to develop 3 scenarios or visions for how our park system may develop.

Additionally, a better understanding of what services the County is supportive of is needed to develop a long-term vision for what services and facilities are needed. This will help us prioritize future investments into existing buildings and facilities, and plan which ones are needed in the future.

The idea with the study is to obtain a vision, direction, and prioritization for how the park system can develop to meet the needs of a growing county and determine what resources and sources of funds will be needed.

Attached, please see the proposal by HKGi for the work. Also, the below link to the County Comprehensive Plan is provided to acquaint/reacquaint Park Commission Members with Chapter 6, Parks and Open Space and Trail Plan. This will help members to better understand how the proposed study is linked to the value and goals contained in this document.

[Carver County 2040 Comprehensive Plan \(carvercountymn.gov\)](https://www.carvercountymn.gov/2040-Comprehensive-Plan)

Recommendation: It is requested that the Park Commission recommend to the County Board contracting with HKGi for the Parks and Trail Visioning and Strategic Plan for the amount not to exceed \$46,250. Funding for the proposed work would come from the 2023 Parks Department Budget for professional services.

CARVER COUNTY



Creating Places that Enrich People's Lives

April 10, 2023

Martin Walsh
Parks and Recreation Director
Carver County
11360 Hwy 212
Cologne, MN 55322

RE: Carver County Park and Trail Visioning and Strategic Investment Plan

Dear Mr. Walsh,

We are pleased to provide the County the following scope of work to help advance the County's effort in building a more informed and strategic investment plan for the park and trail system. We will build on our past work conducted for the asset management plan, while focusing this effort on developing a vision for the park and trail system. To achieve this objective, we will facilitate a workshop with County staff, County Board of Commissioners, and Parks Commission to reach a preferred vision and park service model.

The proposed project process will provide a clear direction for staff, officials, and the community as you continue to build an outstanding park system in Carver County. We look forward to working with you on such an important community project. If you have any questions, please feel free to call me at 320-420-778 or via email at lance@hkgi.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lance Bernard'.

Lance Bernard
Associate – Planner

A handwritten signature in black ink, appearing to read 'Paul Paige'.

Paul Paige, RLA (MN)
President

Proposed Scope of Work

We understand the primary goal for this effort is to identify a vision and service model for the park and trail system that will guide the County in making strategic investment decisions for the next 10+ years. A more strategic vision will help the County prioritize and program investments, while balancing existing needs that were identified as part of HKGi's assessment of the park's assets. HKGi will lead the following process and related tasks to achieve that goal.

Task 1: Organize the Effort & Project Management

This task involves the start-up and ongoing project management tasks including preparing for, conducting, and documenting results from project team meetings, the ongoing coordination of the project schedule and organizing the deliverables related to the study. We anticipate ongoing correspondence via email and virtual calls, and in person check-ins during the planning process to review in-progress findings and deliverables. A meeting agenda and materials will be prepared at least one-week in advance for County staff's review. Much of the background data, plans, and GIS information has been established as part of our past planning efforts. Task 1 will also include the refinement of the public engagement strategy throughout the process.

Deliverables

- Project Management check-ins
- Prepare for and attend up to four (4) project team meetings in-person

Task 2: Existing Conditions and Trends Analysis

In order to better understand the future direction of the park system, we will complete an analysis of how the public uses the parks today, and evaluate trends to identify opportunities in the next generation of the Carver County park and trail system. We will analyze national, regional, and local trends in park use and design. Local trends will draw on the information gathered from the Metropolitan Council's reporting and Carver County's past surveys, as well as visitor and participation information.

We recommend conducting online public outreach to gain a better understanding of how the public is using the system, their expectations related to facilities, and what they would like to see in the County park and trail system. HKGi has a variety of online tools that can be used to garner input. Survey Monkey and Social Pinpoint are two commonly utilized tools for online engagement. Survey Monkey is a standard survey tool. Social Pinpoint provides a number of survey functions and interactive maps that allow people to pinpoint a location-based comment. Public input in this instance is intended to be one of multiple data points and considerations that will ultimately drive the plan recommendations, while educating County staff and elected leaders on how the public perceives parks and trails. We will also use this opportunity to engage the public in-person at pop-up events.

As part of Task 2, we will also complete an analysis of the recreation offerings in Carver County, including other providers. This could include Three Rivers Park District, State and Federal lands, The University of Minnesota Landscape Arboretum, municipal park systems, and private recreation

providers. Analyzing the larger recreation context will help us understand what is available to residents and visitors and how the County system fits into the overall regional system and inform future park service models for consideration (see Task 3). Finally, we will develop a supply and demand analysis that outlines what is provided by the County and what is provided by other entities (building off our peer review from previous work).

Deliverables

- Prepare a public survey and analyze/summarize findings
 - Create flyers and boards promoting the survey with a QR code. Materials will be posted throughout the County (e.g., government centers, libraries, parks, community centers, gathering places, etc.)
 - Coordinate the survey with schools, city, and township social media posts and newsletters.
 - Prepare for and attend up to two (2) pop-up events. This approach provides our team an opportunity to be part of the community, while engaging a larger audience that is not typically achieved through a traditional open house format. We will look for opportunities to have a booth at community events.
- Research and document existing conditions, issues, and trends under the following sub areas:
 - Existing Facilities & Projected Demographics
 - National/Regional Trends Analysis in Park Service Models
 - Local Trends and Participation Analysis
 - Neighboring System Supply
 - Level of Service Standards
 - Park Location Gaps
- Document findings in a presentation format that can be used for meetings
- Prepare for and attend one (1) meeting with the Parks Commission to present the trends analysis
- Prepare for and attend one (1) meeting with the County Board to present the trends analysis

Task 3: Develop Park System Directives, Vision, and Service Model Framework

Task 3 will focus on developing a vision and service model framework for the park system. We will utilize the County's Comprehensive Plan's Value Statements and Goals as a starting point. As we develop a specific vision for the park system, we will explore the questions with County staff to shape the system for the next generation, including:

- What should the sources of funding be for parks and trails?
- Who should the County be focusing on when providing park services?
- How should the County think about park and recreation services run by other providers in the area?
- How does the County balance the risk/reward of different cost recovery and enterprise models?

Answering these questions will help us develop up to three (3) park service model scenarios for the County's consideration. Each scenario will identify strategies, targeted user groups, funding approaches, staffing and capital cost implications. We will test these scenarios with County staff, the Parks Commission, and the County Board as part of a series of meetings and workshops. The meeting will include:

- Present and confirm a draft vision
- Explore the benefits, drawbacks, vulnerabilities, and responsibilities associated with various park service models using precedents as examples
- A site visit to two to three parks that exemplify the different park service models
- Visioning exercises and discussion

Deliverables

- Develop up to three (3) park service models
- Prepare for and attend one (1) workshop the Parks Commission
- Prepare for and attend one (1) workshop with the County Board
- Prepare for and attend a joint workshop and site visits with the County Staff, Parks Commission, and the County Board
- Presentation materials
- Documentation summarizing the park service model scenarios and workshop findings

Task 4: Findings and Recommendations

We will prepare a recommendation on a preferred vision and service model for the park and trail system. We will outline the actions, policies, and general funding necessary to implement the preferred approach. This will serve as the County's Strategic Investment Plan for future decision making. We anticipate meeting with County staff and the Parks Commission to reach an agreement on a preferred approach. Final recommendations will be presented to the County Board meeting for adoption.

Deliverables

- Prepare for and attend one (1) Parks Commission meeting
- Prepare for and attend one (1) County Board meeting
- Executive summary and slide deck highlighting the study's findings and recommendations for implementation

Staffing

HKGi has a number of staff with differing areas of expertise and skills related to this project. This proposal assumes Kevin Clarke will serve as the primary HKGi staff resource and Lance Bernard will serve as the project manager and Paul Paige as the Principal in Charge of the project. The project team will be supported by Jordan Hedlund and Tim Solomonson, who worked on the asset management inventory. Other team members with financial planning and park/trail master planning expertise will be assigned to the project accordingly.

Schedule

We anticipate this project to unfold over the course of a six (6) month period after a notice to proceed. The following schedule provides a summary of anticipated milestones.

- Task 1: Organize the Effort & Project Management (Ongoing)
- Task 2: Existing Conditions and Trends Analysis (May – June 2023)
 - County survey (May - June 2023)
 - Pop-Up events (May – June 2023)
 - Parks Commission workshop (June 2023)
 - County Board update (June 2023)
- Task 3: Develop Park System Directives, Vision, and Service Model Framework (July – September 2023)
 - Parks Commission workshop (August 2023)
 - County Board workshop (August 2023)
 - Site visit and workshop with Parks Commission and County Board (September)
- Task 4: Findings and Recommendations (September – October 2023)
 - Parks Commission meeting (September 2023)
 - County Board meeting (October 2023)
 - Final deliverables (October 2023)

Basis of Payment/Budget

Based on our understanding of the project and scope of services, we estimate the fee not to exceed \$46,250 to complete the scope of work in Tasks 1-4. We will bill time on an hourly basis and all expenses for travel or printing will be billed at cost.

We look forward to the opportunity to further partner with Carver County. If this letter agreement is acceptable to you, please return (email or mail) a signed copy to HKGi. We look forward to this opportunity to continue to help guide the growth and evolution of Carver County parks and trails.

If you have any questions about this proposal, please contact Lance Bernard at 320-420-7768 or via email at lance@hkgi.com.

Sincerely,



Lance H. Bernard
Project Manager, Planner



Paul Paige, RLA (MN)
President

Authorization to proceed

Name: _____

Title: _____

Date: _____

Signature: _____