



**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN55322

**Park Commission Meeting
6:30pm
Wednesday, March 24, 2021**

**WebEx Meeting
Call In Number: 1-415-655-0002
Enter Access Code: 187 511 2960
Meeting Password: HZtHt3vem45**

Agenda

- 1) Call Meeting to Order, Roll Call (6:30 p.m.)
- 2) Introduction of Jason Goehring, Parks and Natural Resources Supervisor (6:31 p.m.)
- 3) Approval of the February 10, 2021 Regular Meeting Minutes (6:40 p.m.)
- 4) Additions or Deletions to the Agenda (6:41 p.m.)
- 5) Approval of Agenda (6:42 p.m.)
- 6) Commissioner Liaison Report (6:43 p.m.)
- 7) Open to the Public (6:45 p.m.)
- 8) New Business (6:50 p.m.)
 - a. Proposal for Barn Quilt
- 9) Discussion (7:05 p.m.)
 - a. Waterfront Service Center Lake Waconia Regional Park
 - b. Waterfront Service Center Concession Operation Models
- 10) Staff Reports (8:00p.m.)
 - a. TH 5 Regional Trail
 - b. MN River Bluffs Regional Trail
 - c. Park Operations & Recreation Services
 - i. Equity Grant Applications
 - ii. Lake Minnewashta Small Watercraft Storage Location Change
 - d. Park Facilities & Grounds Operations
- 11) Commission Member Reports (8:20 p.m.)
- 12) Set Next Meeting Date (8:25p.m.) – April 14, 2021
- 13) Adjourn Meeting (8:30 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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CARVER COUNTY

Draft

Meeting Minutes

February 10, 2021

Members Present Via

Webex:

Gerald Bruner, Curt Kobilarcik, Jim Boettcher, Gary Van Eyll, Scott Knight, Scott Welvaert and Commissioner Lynch

Staff Present:

Marty Walsh, Sam Pertz, Connie Keller

Call to Order:

Bruner called the meeting to order at **(6:36p.m.)**

Election of Officers:

(6:36p.m.)

Staff shared that the county ordinance for the park commission states that election of officers is to be held during the second month of the year. Park Staff can serve as Secretary.

Election for Chair - Boettcher nominated Bruner, Kobilarcsik second nomination. Vote was taken - Bruner was unanimously elected as Chair.

Election for Vice Chair – Bruner nominated Kobilarcik. Boettcher second nomination; no other nominations. Kobilarcik was unanimously elected as Vice Chair.

Approval of Minutes:

(6:41p.m.)

Knight motioned to approve the minutes of the January 20, 2021 meeting.

Van Eyll seconded the motion.

Motion passed 6 to 0.

Additions/Deletions to the Agenda: **(6:42p.m.)**

Additional Staff reports

Approval of Agenda:

(6:42 p.m.)

Kobilarcik motioned to approve meeting agenda.

Welvaert seconded the motion.

Motion passed 6 to 0.

Commissioner Liaison Report: **(6:44p.m.)**

Commissioner Lynch shared that the Event Center was used for a COVID vaccination location for the County. He also commented on the Special Olympics event. He stated that the business owners in the community are excited about the Waterfront Service Building for the park and have showed some interest in possibly being a vendor for that building.

Open to the Public: **(6:44p.m.)**

Jason Kamerud and Tyler Heinz were present for the request for Use Permit for the Minnesota Special Olympics.

New Business **(6:45p.m.)**

a. Request for Use Permit Minnesota Special Olympics

Staff presented the park commission the permit request for the Lake Waconia Regional Polar Plunge Fundraiser. Staff shared that Jason Kamerud and Tyler Heinz were present to answer any questions that park commission members have. Staff shared the date and time of the event and also shared the site plan and how

things will be laid out for this event. Staff shared that the parks have had polar plunges before, but they were held at Baylor Regional Park, but that event was held before the permitting process took place. Staff shared that due to COVID restrictions that the maximum number of people that can attend this event is 250 people. Staff stated they have supplied us with there preparedness plan with details how participants remain safe, supplied us with certificate of insurance. Staff stated that parks staff will remove any snow that needs to be removed for this event.

Staff shared what fees will be charge for this event, application fee and charge back for suppling portable biffs and garbage service.

Kamerud commented that he wanted to thank the staff on all the work that has taken place and also shared that they weren't sure if this event would be able to happen due to COVID restrictions. He shared information on what will take place with the setup with cutting the ice and when that will be done and how they will keep the snow fencing up until the hole refreezes. He also shared that this is a Special Olympics event and they partner with the Sheriff's Office which is a community outreach for the office. Some of the funds will be allocated for the all abilities park in Waconia. He also shared that the Ridgeview Medical Center will have emergency staff onsite. Heinz stated that he reiterates what Kamerud said, he also added that they have been working with the MN Department of Health & the Assistant Attorney General on the preparedness plan and plan to exceed any recommendations.

Staff is requesting that the Park Commission recommend to the County Board, issuance of a special event Use Permit to Special Olympics Minnesota Inc. for a polar plunge at Lake Waconia Regional Park on March 20, 2021 contingent upon approval of COVID 19 preparedness plan, receipt of any necessary permits from the City of Waconia and County Sheriff office.

Van Eyll motioned to approve permit.

Welvaert Seconded the motion.

Motion passes 6 to 0.

No other questions or comments.

Park Commission Orientation Presentation (7:04p.m.)

Staff shared with park commission members a PowerPoint orientation presentation for new member Knight and for review by existing members. Items covered in the presentation were the role of the park commission, background on the regional park system as a whole, implementing agency role, role of the Metropolitan Council, shared the three Carver County Regional Parks, also sharing other county parks in the metro area, staffing for the parks full-time and seasonal, amenities at each park, regional trail locations within the county, also shared that they oversee the Lake Bavaria boat landing, explained some of the general services provided, as well as programs and events at the parks or provided by park staff.

Staff shared the CIP/Projects and highlighted the project that will be happening in 2021 at the parks or on the regional trails. Staff shared the projects that are underway MN River Bluff slope failure project work is completed and the trail has been reopen. Sharing pictures of the area and also shared that the County will be acquiring this property in the near future. Commented on the TH5 Regional Trail project and shared pictures. Reviewed the Lake Waconia and Coney Island phase I work that has been completed and items still needing to be completed. Sharing pictures of the park and island during construction work.

Staff shared map of the comprehensive plan with additional parks and trails slated for future development and where these are located within Carver County. Staff also shared possibly acquiring land on Miller Lake and possible expansion area at Baylor Regional Park.

Questions or Comments:

Van Eyll asked about the boardwalk for TH5 Regional Trail and if they are able to start that; Staff stated that they have started the work, they have done test pilings to see how far down they need to go. Once they have completed that they will continue with construction of the boardwalk. Conversation was had on the test piling process.

Bruner asked about the tunnel under Hwy 41 and when they will close that portion of the road to complete. Staff stated that they are still working with the utility companies on moving utilities. We are hoping late spring early summer when that closure might happen.

Boettcher asked about the DNR boat landing at Lake Waconia Regional Park and if anything has been done to fix the landing; Staff stated that they did replace some of the rock at the landing with a smaller rock to see if that would help with erosion. Staff also stated that the ice has pushed the panels up out of the water so they are hoping they will lay back down in the spring. DNR stated that this is an ongoing problem.

No other questions or comments.

Staff Reports: (7:42 p.m.)

a. Lake Waconia Waterfront Service Building

Staff shared that at the next board meeting they are asking to approve the contract for design services with HGA. Staff stated that there were nine proposals received for the construction management portion of this job. Staff will review them and hope to get to the board for approval in early March.

b. Southwest & MN River Bluffs Regional Trail Master Plan Amendment

Still working with partners and Met Council on this and hope to have to park commission in the very near future.

c. TH5 Arboretum Regional Trail Connection

Staff shared that work on the boardwalk portion of the trail has started and they are driving pilings for the boardwalk. Contractor thinks it should take about two weeks to construct the boardwalk after the pilings are driven.

d. MN River Bluffs Regional Trail

Staff shared that the trail is now open to the public. There are a few items to finish in the spring. Staff is working with the Hennepin County Regional Rail Authority on acquiring the property. Work is being done in order for construction contract can be assigned to the County to make sure that the warranties would pass to the County as well as any easements and other agreements.

e. Park Operations

Staff shared information on a grant opportunity that is being worked on and what types of things that this grant could possibly cover. Staff stated that they will bring this topic back to park commission at the next meeting with more information but wanted to make park commission members aware of this coming up.

Staff shared that they will be holding one candlelight ski event at Baylor park at the end of February. This event is expanded to a longer timeframe. Preregistration is required to limit the number of people that will be in attendance.

Rentals continue to go well, but due to the cold, rentals were canceled last weekend; staff did mention that the Friday rentals have been discontinued due to low user numbers.

Staff shared that they are working with the Waconia Chamber on the firework show for July 4th. At this time, we are not sure if the maintenance barge will be available for them to use so they are looking at other

alternatives for this firework show. Staff will bring permit for this event to park commission later in the spring.

Staff also made the park commission aware that one of the components of the Waterfront Service Center is the concessions area. Staff stated that there has been some interest from the private sector on the concession area service. Staff shared information about having a outside party run the concessions and how that might work due to the building being built with state funds. Staff is looking at what others are doing and will be bring information back to the park commission.

No other Questions or Comments

Commission Member Reports: (7:57 p.m.)

Boettcher commented about going out to Baylor Park in December and being able to use the equipment out at the observatory and shared how nice of an experience it was.

Next Meeting Date: (7:58 p.m.)

Next meeting will be on March 10, 2021.

Adjourn Meeting: (7:59 p.m.)

Boettcher motioned to adjourn the meeting.

Van Eyll seconded the motion.

Motion passed 6 to 0.



MEMO

TO: Members of the Park Commission

CC: Martin Walsh – Parks & Recreation Director

FROM: Samuel Pertz, Parks & Recreation Supervisor

SUBJECT: Public Art Display Request & Proposal by the Arts Consortium of Carver County

DATE: March 19, 2021

The Arts Consortium of Carver County (ACCC) is an official Minnesota Nonprofit 501C3 organization and was established in December of 2009.

The ACCC operates with a mission to strengthen the community through the arts and cultivate the arts through the community. The group has led many community arts initiatives since its establishment, ranging from community events of Annual Art Wander, and Artstock to projects that established permanent displays of artwork in public settings. One example of public art display, the “Barn Quilts of Carver County Minnesota” started in 2011, and today includes more than (40) locations of barn quilt art throughout Carver County.

Representatives from the ACCC have recently engaged with Parks Staff to bring forward a request and proposal for a public art piece to be installed at Baylor Regional Park. Key proposal details include:

- Request to approve barn quilt artwork and installation on the CR33 side of the Baylor Park Barn/Visitor Center
- Recommended size of 8x8’
- Goal to have designed, completed and installed by May 15 (Springfest Artisan Fair in NYA)
- Request for funding artwork and labor to install
 - o Assembly of barn quilt art: \$895 (includes costs of materials & artist time to construct)
 - o Installation of the artwork: Options
 - County Labor and or Equipment
 - Contracted Service

The ACCC has a history of success with these art pieces. The artist has completed all the (40+) pieces within Carver County. The artwork is assembled on two 4x8’ pieces of exterior grade, finished plywood approximately 1.5” thick. Before the design items are painted, two coats of primer are applied. The paint used is a high-quality exterior grade and the artist has learned 2-3 coats are appropriate for longevity reasons. The ACCC and artist have seen it to be best practice in terms of wear and tear of environmental conditions to not seal or apply a clear protective product on the art piece. The artwork is then installed on an exterior grade wooden frame, which is would be first installed on the barn exterior.

Staff have asked a representative of ACCC about the longevity of the of the barn quilts Based on past performance of. other pieces they’ve previously completed, there has not been any performance issues or maintenance item arising years after initial installation.

Recommendation: It is requested that the Park Commission recommend approval of this ACCC public art project to the Carver County Arts Committee.. Funding for the cost of the art work and contracted service would be available in the building and structure line item out of the general fund of the Department’s budget.



**Carver
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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: Design Work on the Waterfront Service Center
DATE: March 19, 2021

HGA Architects has been working on refining conceptual building layouts for the Waterfront Service Center at Lake Waconia Regional Park. The refined concepts take into account the input that was received from the online survey, public meeting, stakeholder meeting and technical advisory meeting.

A top request through public engagement meetings was that the event/activity room have excellent lake views and be located near the water. Concepts were developed with lake views and proximity to the lake as a guiding principal in the designs.

Further, key to operational success is to design for convince and efficiency. To this end, restrooms and concession area are located in good proximity and relationship to the beach area and event lawn space.

In the attachment, an initial sketch was drafted and from that 5 preliminary concepts were drafted showing how the rooms/service areas of the building could be laid out. Those concepts were further refined down to 2 variations with the strongest layout appeal.

Concepts B and C are appealing in the following ways:

- Access is maintained along the central walkway all the way to the watercraft pier, with view to the lake
- The buildings widened entry point from the parking lot is inviting, and directs pedestrian movement
- The building service areas are well arranged for service and views to the lake
- Ample public seating is available under roof for the general public seating and for outdoor seating with the event/activity room.

Concept C is emerging as a Staff and consultant preferred option. Key reasoning supporting option C over B include:

- Simpler and more functional roof design
- General seating is divided into two areas, one nearer the entrance and one facing the beach. This breaks up a massive seating space to provide more comfortable social spaces for families and small groups. Both spaces are well situated to the large lawn event space and provide options for seating that can be an advantage depending on wind and direction of the sun.

Recommendation: It is requested that the Park Commission make recommendation to the County Board on the direction of the building layout. Staff is recommending that Concept C as a direction for future design and cost estimating.

CARVER COUNTY



LAKE WACONIA REGIONAL PARK WATERFRONT SERVICE CENTER

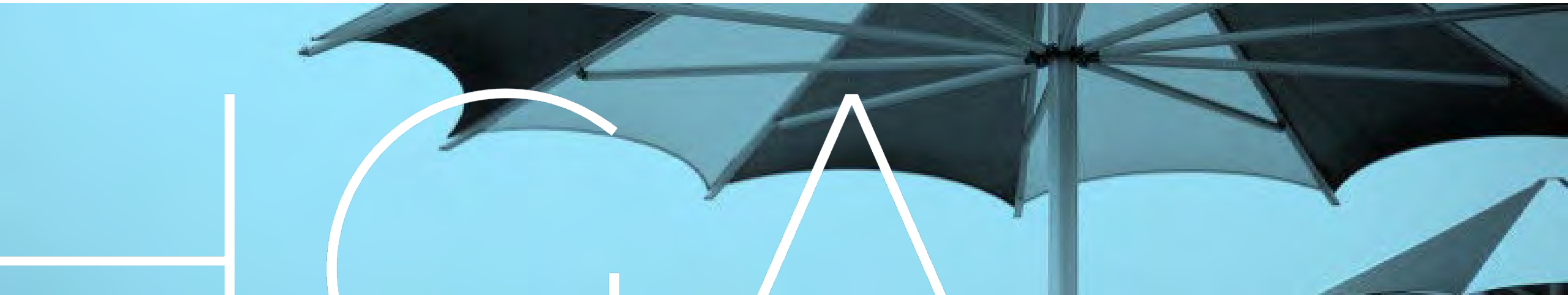
Design Workshop 2

March 19, 2021



AGENDA

1. Process Overview / Workshop 2 Goals
2. Building and Site Concept Development
3. Building Systems Overview
4. Next Steps



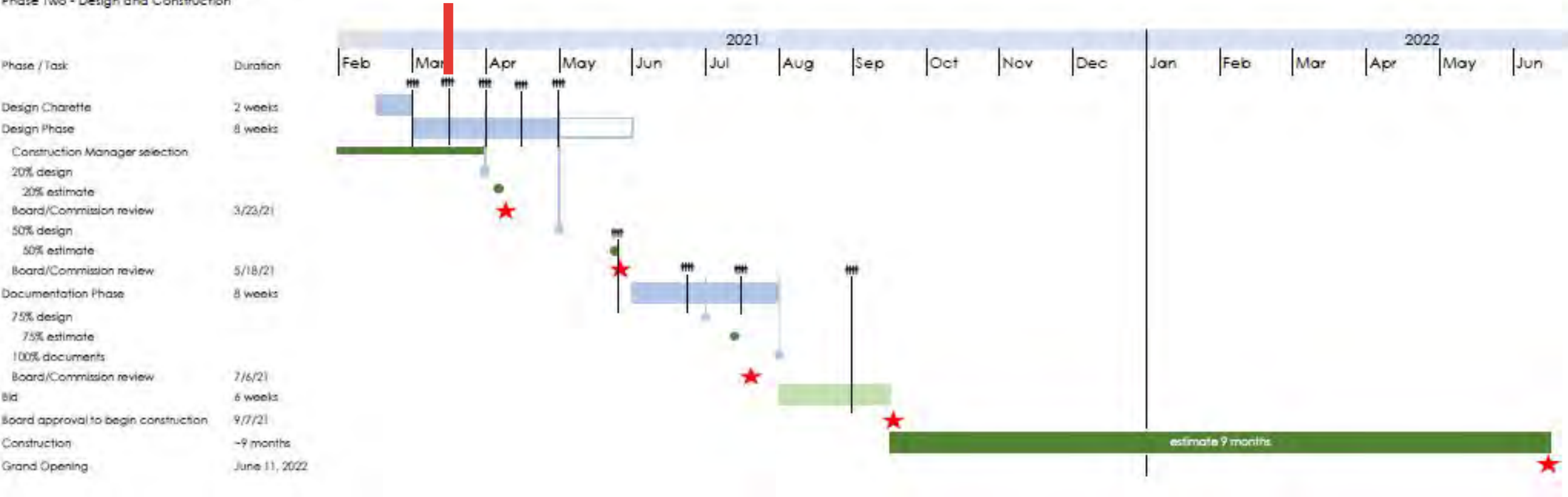
PROCESS OVERVIEW

Project Schedule | Goals for Workshop 2

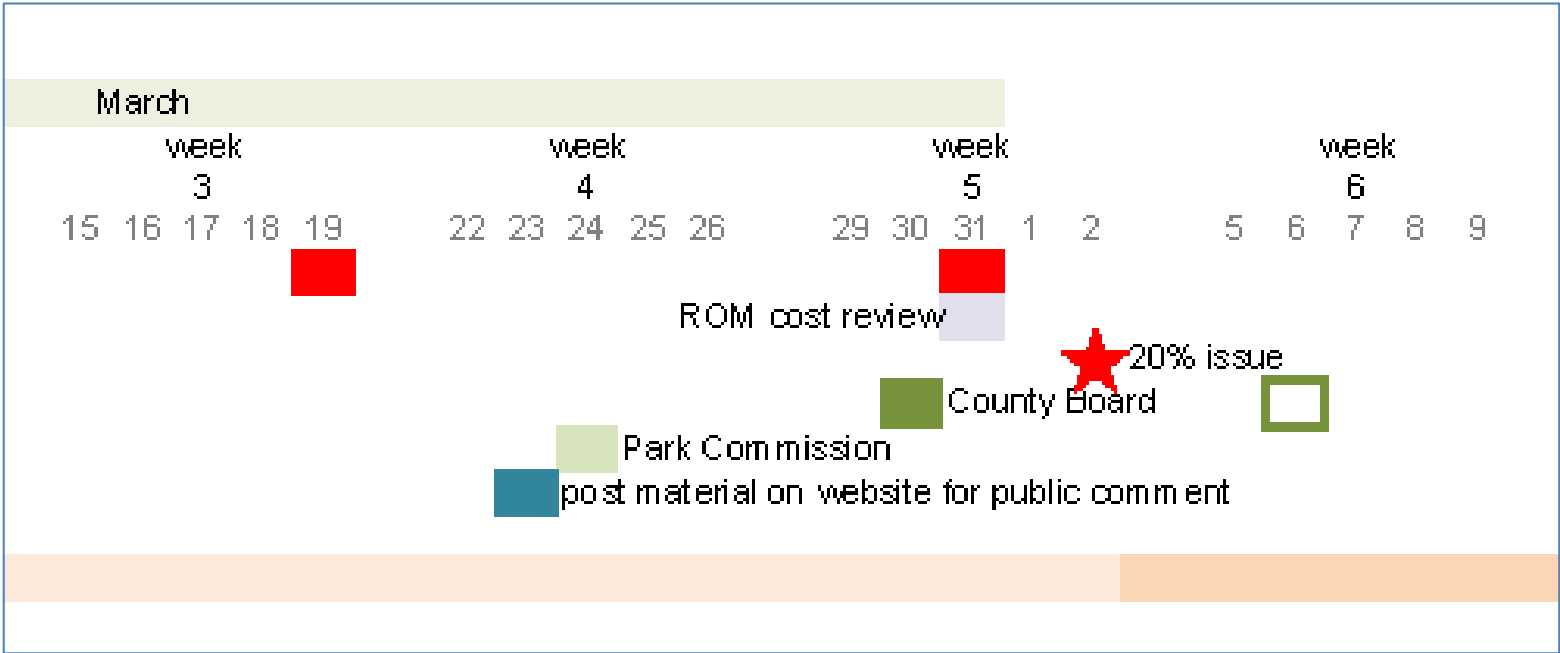
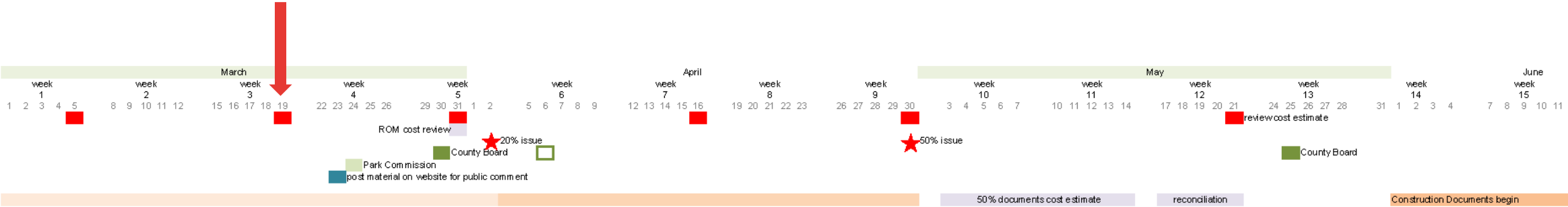


WATERFRONT SERVICE CENTER

Carver County
Waconia Waterfront Service Center
Phase Two - Design and Construction



WATERFRONT SERVICE CENTER



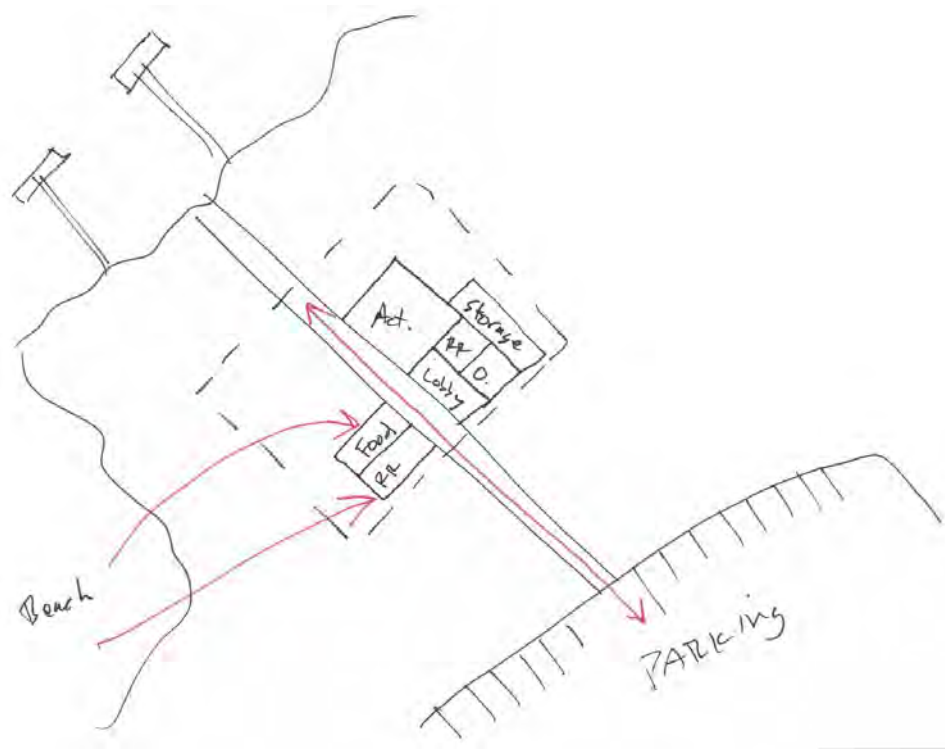
BUILDING CONCEPTS

Building Planning Diagrams | Massing Studies



WORKSHOP 1: Key Takeaways

- Maximize views of Activity space
- Proximity of Rental/Food Service to beach
- Nonmotorized launch adjacent to beach



A



B



C



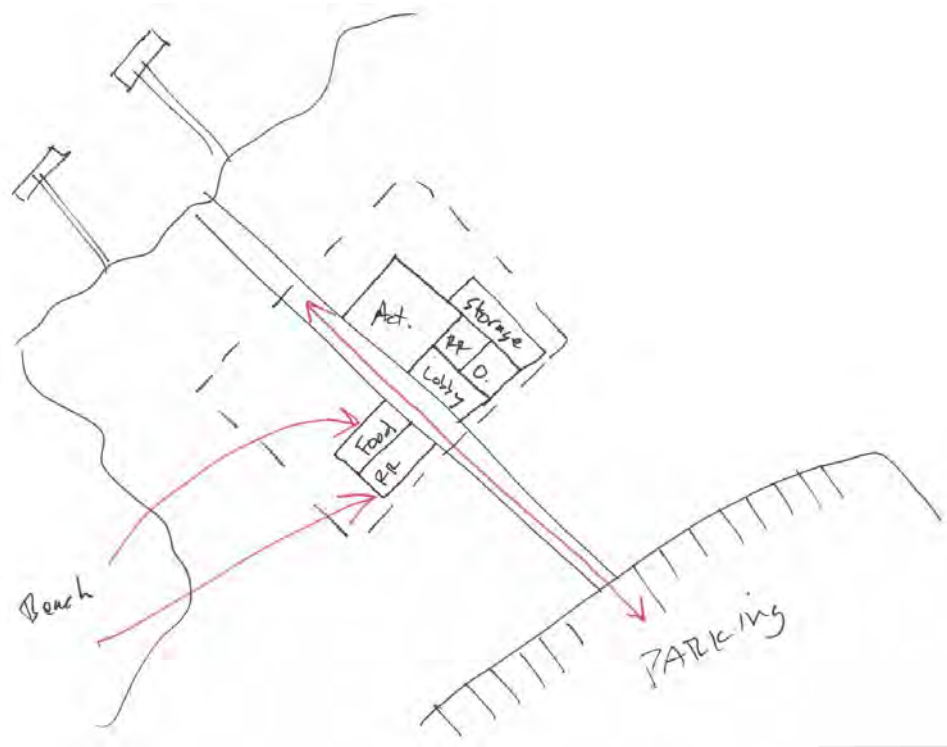
D



E

WORKSHOP 1: Key Takeaways

- Maximize views of Activity space
- Proximity of Rental/Food Service to beach
- Nonmotorized launch adjacent to beach



A



B



C

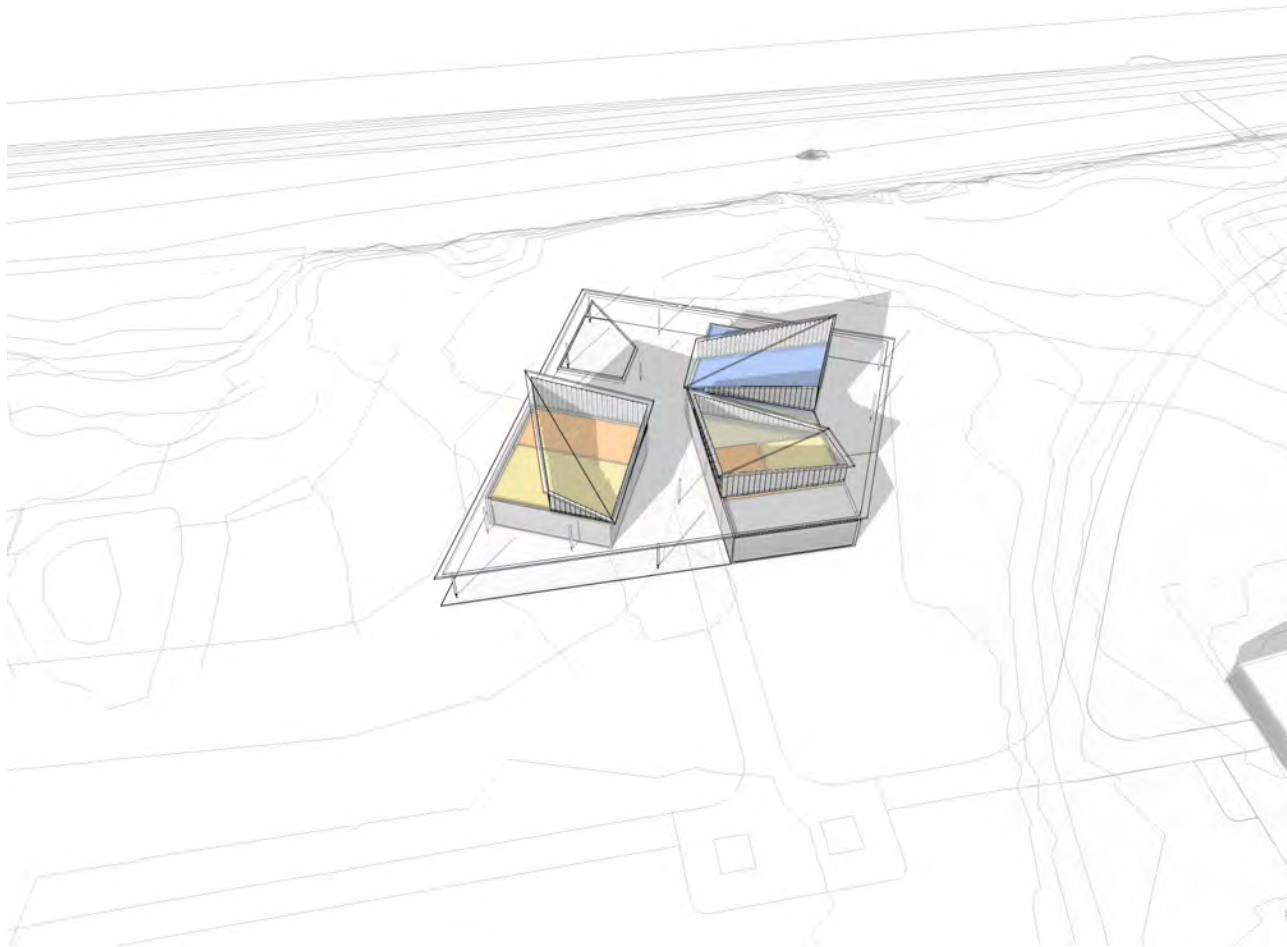


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E

CONCEPT B



CONCEPT B

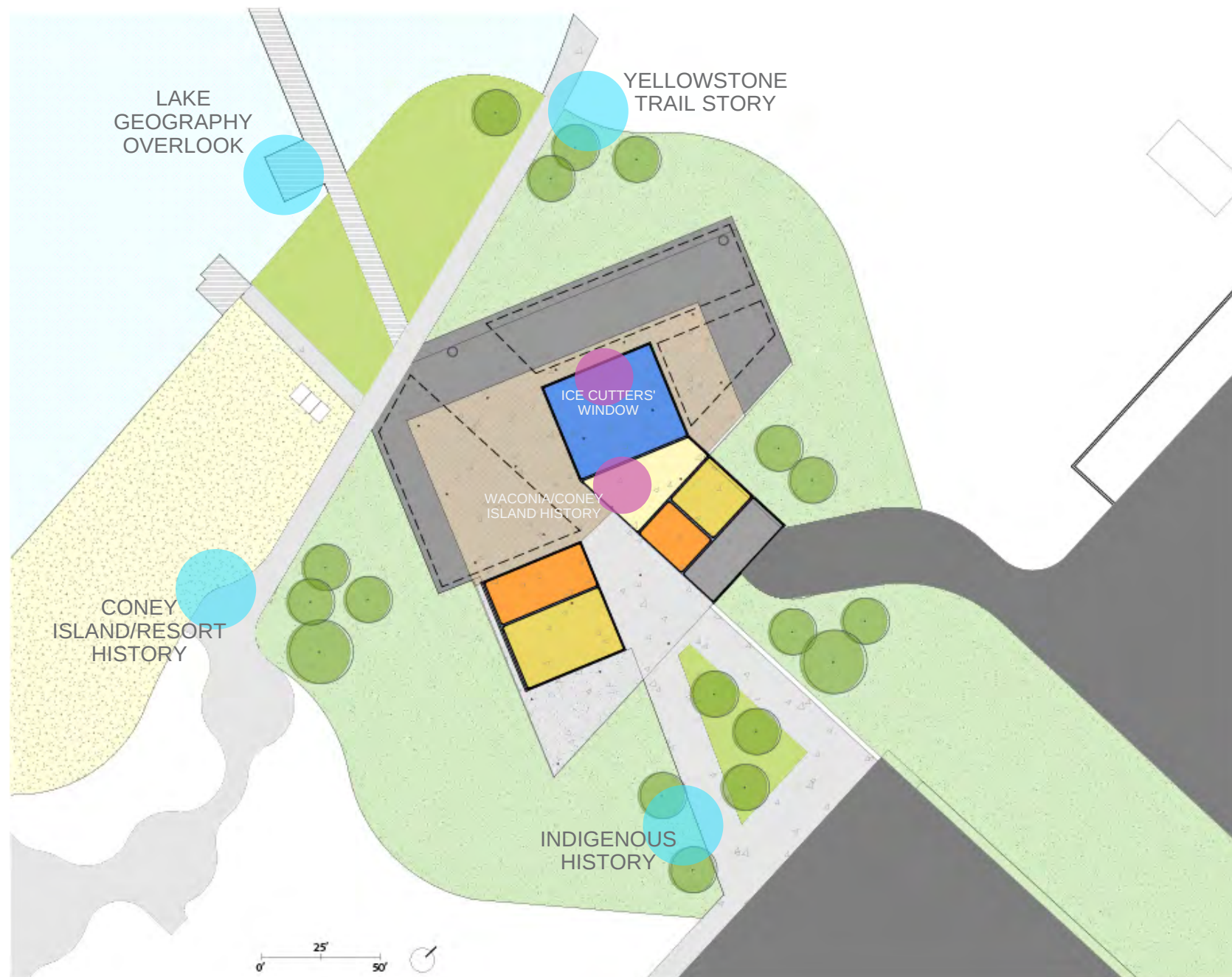


CONCEPT B

INTERPRETIVE OPPORTUNITIES



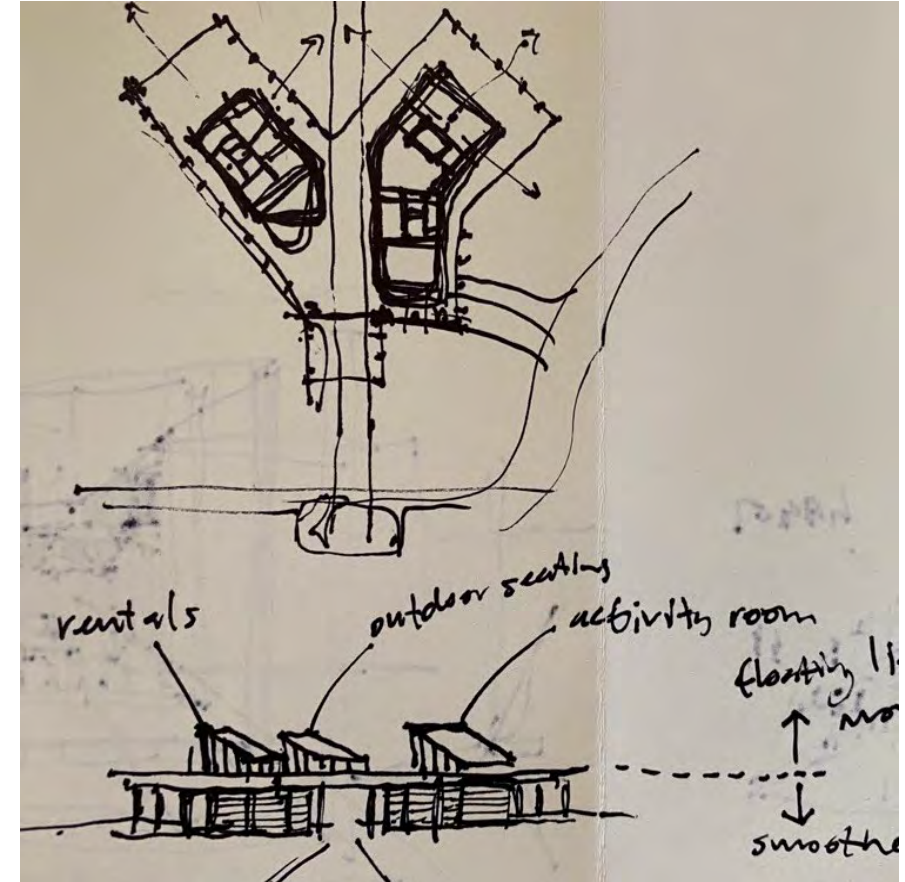
SIGNAGE EXAMPLE



CONCEPT B



CONCEPT B



CONCEPT B - variation



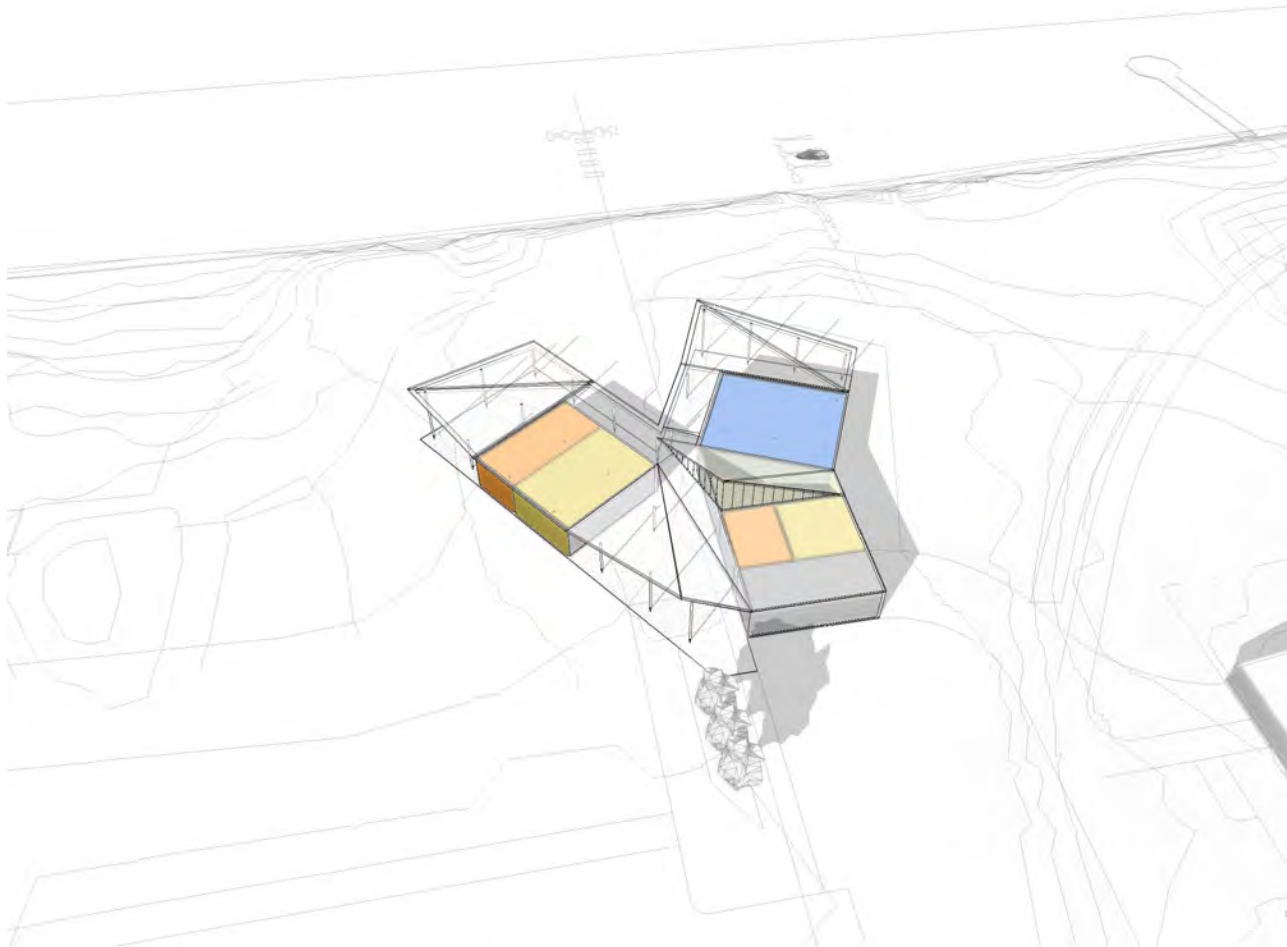
CONCEPT B



CONCEPT B



CONCEPT C



CONCEPT C



CONCEPT C

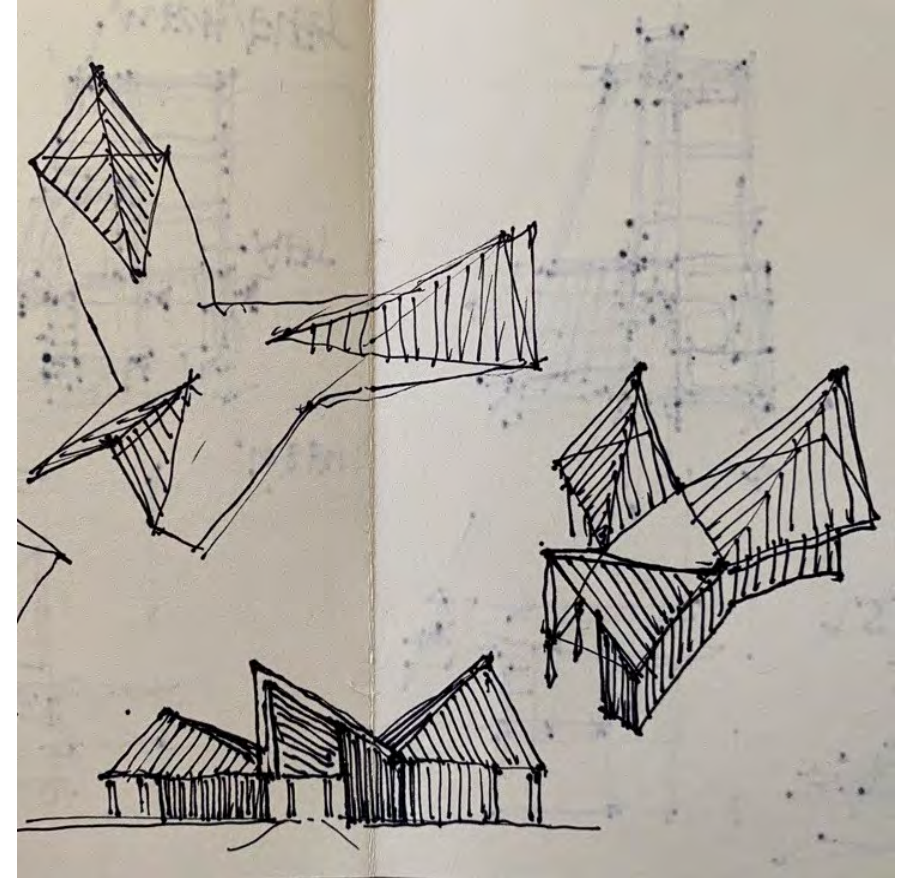
INTERPRETIVE OPPORTUNITIES



CONCEPT C



CONCEPT C



CONCEPT C



CONCEPT C





MEMO

TO: Members of the Park Commission

CC: Martin Walsh – Parks & Recreation Director

FROM: Samuel Pertz - Parks & Recreation Supervisor

SUBJECT: Food/Drink Concession Services at Lake Waconia RP via Waterfront Service Center Facility

DATE: March 19, 2021

Through the public process for the design and planning of the Waterfront Service Center to be constructed at Lake Waconia Regional Park, the Parks Department has learned that concession services are a strong desire of the public. In assessing business models for this service, staff look to begin discussion with the Commission to gauge their interest, further vet public expectation as well understand the various operational details.

The public process for the Waterfront Service Building for food/drink concessions were strongly pointing to a level of service that provided both warm and cold menu options, where menu options were not sit-down meals, but more grab-and-go style, and ideally were ones of a healthier selections. Research has shown that when food/drink concessions to this degree are available, the length of stay for a regional park system user dramatically increases.

Staff have recently toured some other concession services within the regional park system. It was beneficial to learn how these areas operate in terms of design & planning for optimal staffing, storage and customer contact efficiencies. The park professionals that conducted the tours shared valuable insights on trends, tips and successes/failures. Some key items of rotating menu choices by season (ice cream in summer, hot chocolate in winter); limited selection of the “best sellers” as compared to a more robust listing of menu options; prepacked vs. made on site, and health-conscious items were learned. Like plans for the Waterfront Service Building, other regional park operations offer both food/drink services and equipment rental opportunities. Professionals shared that its not uncommon for the equipment rental portion of larger operations to drive stronger revenue and otherwise support the food and drink component. Having an efficient operation, both staffing wise and product inventory wise will help with the profitability of the food/drink component of this service model.

At the January 2021 meeting staff shared with the Commission some information pertaining to the State Bonding dollars involved in the project. At that time, staff believed there were limitations in how the bonding language was written that would preclude the ability to otherwise coordinate with private business for this service. After further review and consultation with the staff of the Metropolitan Council, staff now understand there not to be conflict to utilize the bond funds to equip the concession operation, where then it’s feasible to equip the concession space for a private contractor to operate the service.

Staff informally surveyed other professionals to learn how their agencies are providing food/drink concession services. Several regional park agencies and municipal agencies responded, none of which operate with a private business model. Some of the pros and cons for a private business models include:

Pros:

- Provides opportunity to explore public-private business coordination
- Might allow for a more local experience for the customer (specialty food items vs. generic/pre-packaged).
- Could limit the upfront financial investment to the County in terms of concession equipment
- Could reduce operational responsibility of the County – staffing, janitorial, product inventory/purchasing etc.
- Puts State Department of Health requirements of licensing/permitting on vendor (vs. County)

Cons:

- Uncertainty if the business model or demand will it be profitable
 - o No prior experience with this type of park service arrangement.
 - o High turnover in vendor(s) if business performance isn't profitable.
- Reduced County control over service
 - o Service provided will reflect directly on the County
 - Removed from direct oversight of staff and operations to correct issues
- Possibly undercuts a potential revenue stream for County.
- Potential staffing inefficiencies of County personnel and vendor personnel in same space.
- Potentially complicates overall operations (access to building, coordination of product shipment logistics etc.)

For the purposes of this meeting, staff seek some good discussion around the topic and in addition are interested to know what further information is helpful to the Park Commission. This item will return in April where potentially staff will seek a recommendation to the County Board.

Recommendation: Staff are not seeking a recommendation currently.

The seal of Carver County, Minnesota, is a large, light gray watermark in the background. It features a circular design with a sun rising over a landscape that includes a plow, a sheaf of wheat, and a house. Below the circular emblem are three horizontal wavy lines representing water.

CARVER COUNTY