



**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN 55322

**Park Commission Meeting
6:30pm
Wednesday, February 10, 2021**

**WebEx Meeting
Call In Number: 1-415-655-0002
Enter Access Code: 1877410183##
Meeting Password: PViwGnr323**

Agenda

- 1) Call Meeting to Order, Roll Call (6:30 p.m.)
- 2) Election of Officers (6:31 p.m.)
- 3) Approval of the January 20, 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. Request for Use Permit Minnesota Special Olympics
- 9) Park Commission Orientation Presentation, Provided at Meeting (7:10 p.m.)
- 10) Staff Reports (7:25 p.m.)
 - a. Lake Waconia Waterfront Service Building
 - b. Southwest & MN River Bluffs Regional Trail Master Plan Amendment TH 5 Regional Trail
 - c. TH 5 Regional Trail
 - d. MN River Bluffs Regional Trail
 - e. Park Operations & Recreation Services
- 11) Commission Member Reports (7:45 p.m.)
- 12) Set Next Meeting Date (7:48 p.m.) – March 10, 2021
- 13) Adjourn Meeting (7:50 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

January 20, 2021

Members Present Via

Webex:

Gerald Bruner, Curt Kobilarcik, Mark Lagergren, 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 **(6:30p.m.)**

Welcome and Introduction of New Member, Scott Knight (6:31p.m.)

Staff welcomed new park commission member Scott Knight and asked him to introduce himself, Scott shared information about himself and served on school board for many years as well as he enjoys the parks.

Park commission members as well as staff introduced themselves to Mr. Knight.

Approval of Minutes:

(6:36p.m.)

Van Eyll motioned to approve the minutes of the December 9, 2020 meeting minutes. Bruner seconded the motion.
Motion passed 6 to 0.

Additions/Deletions to the Agenda:(6:37p.m.)

None

Approval of Agenda:

(6:37 p.m.)

Bruner motioned to approve meeting agenda.
Kobilarcik seconded the motion.
Motion passed 6 to 0.

Commissioner Liaison Report:(6:38p.m.)

Commented that there has been great feedback on the park Waterfront Service Building at the stakeholder meetings as well as the park, stated that the ballroom is still a hot topic and looking at options. He stated that the 4th of July firework topic has come up and the Waconia Chamber is moving forward with doing the show at the park. Asked staff if the barge will be done for the summer, staff indicated that they have not gotten a schedule on when it will be available.

Open to the Public: (6:39p.m.)

None present

Old Business (6:40p.m.)

a. Lake Waconia Regional Park

Staff shared with park commission members that the month of January we have held meetings with stakeholders, public and the technical advisory groups as well as did a public survey that had over 400 people participate. We are completing the proof of concept and will be asking for park commission recommendation.

i. HGA, Architects Presentation

Nancy Blankford and Glen Waguespack from HGA presented to the park commission the project overview for the Waterfront Service Center. Waguespack shared a PowerPoint which outlined the project overview of the Waterfront Service Center. They stated that we are at the end the proof of concept plan, meetings were held with the three groups and the survey has ended. Items shared on PowerPoint was the location of the waterfront service building on the masterplan that was done by WSB, they also shared an aerial view of the park and the location on that map as well. They shared what the building might include, activity room, concession, rental area, storage, restrooms and lobby area. Trying to keep the footprint as small as possible and tying the lakefront to the building, including rental area and ferry boat area. Shared the construction limits of the building, design concept were restrooms and concession area and storage and activity area could possible be in the building. Shared an artist concept of what the building could look like. Information shared included possible concepts of the building coming from the history from Coney Island, cost estimates for the building, and additional alternates that might be outside of the scope and budget for the project.

Blankford and Waguespack shared site and building vision overview presented at the stakeholder and public open house meetings. They shared some of the questions that were asked by the stakeholders and the public and a consensus was to have it as a year round facility, provide adequate parking, incorporate a interpretive layer, make accessible to everyone, health/wellness views, consider an ice skating path, and splash pad. Other feedback consisted of adequate restrooms, take advantage of lake views, how can event space host larger events, plan for future expansion. Questions asked of the public consisted of what type of rental equipment would they like to see, what type of concessions, what space would you use the most that was presented, what kind of presence should the building have and what excites you most about this project. Waguespack shared the answers to these questions presented. They stated that they had about 465 people participate in the online survey, Waguespack shared highlights from that survey, which consisted of thoughts for the building as well as the whole park.

Waguespack shared information that was collected from the Technical Advisory Group and who made up that group. Things covered consisted of site amenities and design, food service considerations, the do's and don'ts for food service, restroom and building amenities and design. Also reviewed site infrastructure, efficiencies, storage, site furnishings and technology. Taking advantage of lake views and outdoor spaces, traffic flow and wind conditions on the lake when renting. Have a clear entrance to the building, provide an indoor service window for inclement or winter weather, bathrooms that are assessable from the outside and the placement of trash and recycling containers.

Staff asked park commission members to comment on what had been presented thus far and on the building concept:

Kobilarcik commented he likes the all-season aspect of the building and hopes it can be incorporated into the design and not a phase two. He'd like to see lighting at the park, possibly having some cross-country ski trails at the park and also maximize the lakeshore and having rentals.

Van Eyll commented that family's might be biking too the park and the possible need to have an area for bikes. To make sure that the restrooms are adequate for the park.

Bruner asked about the costs associated with the building and how much of a building will we get with the dollars that we have, commented about the possible removal of Event Center and using some of the money to do that. He is all for the building being used in the winter.

Lagergren asked about the indoor room and how it will be used and will there be winter rentals at the park: Staff stated that is something we need to determine. The concept plan is to have up to 80 people seated at tables for a starting point. Conversation was had on types of events, birthday parties, reunions, scout meetings, park programs, and weddings. Feeling this will be a huge draw to the park and highly used.

Knight stated that he is excited to see the building, security cameras, winter use and the groups that will be able to use this building. Stated stay on course with a budget.

Welvaert – compared the building to the Chaska Fireman’s Park area and also commented that he would like to see it as a year-round facility.

Lynch - Great comments, also getting the most bang for the dollars we have and that groups can use it.

Blankford commented that budget cost includes survey, permits, soil borings, project costs. Staff also shared things that might be included are permit costs. Staff also stated that if the Event Center is removed that fee would not be part of this project. Blankford stated that they will work as hard as they can to make sure that the best choices are made to get the best building they can for the money that is available.

Blankford shared that due to the state funding, they are required to have B3 requirements for the building which will have an impact on the budget; Wagnespach shared what B3 stands for Buildings, Benchmarks & Beyond, those requirements could consist of energy efficient buildings, water efficiency, and site plantings that need to be incorporated into the design for the building.

No other comments on this section of presentation

Blankford shared that they are wrapping up the proof of concept phase and moving on to the second phase, of the design and construction documents. Blankford shared the two options for a schedule. Option one would move things along pretty fast, getting the building built and opened by the start of summer 2022. The second option is a little slower and would mean the building might not be open until later in 2022. Blankford shared check-in dates to the County Board, Park Commission. Those dates would be at 20% drawings and at 50%. After the 50%, there is a check in for budget cost and another check in before going out to bid for construction. Staff shared who they might have on the decision-making team, further stated that they would like to go with option 1 to get this building open at the beginning of summer 2022.

Staff asked park commission members what option that they would like to see and the majority of them are in favor of option 1 with the shorter timeline.

Wagnespach shared key challenges for this project will be the budget. We will need to have a contingency for anything unknown like soil corrections, out of scope requests, technology for the activity room and site amenities.

Staff shared thoughts on the rental space and type of user groups to focus on to use this space.

Staff asked park commission members for comments on what type of groups should we focus on to use the rental space, family groups, weddings, classroom groups.

Kobilarcik- suggested flexibility with the groups that use the room.

Bruner- agrees on the groups presented.

Lagergren – likes use for parks programming and smaller events.

Knight – like to see if for parks programming and family events.

Welvaert – prefers flexibility for the use of the room

Van Eyll – Also recommended flexibility for the use of the room

ii. Staff Recommendation

It is requested that the Park Commission recommend to the County Board that preliminary design work begin for the Waterfront Service building. Public engagement responses supported key features of the building which would include space for restrooms, equipment rentals, covered picnic area and food concessions. Moreover, it is requested that the building be suitable for year-round operations. Finally, the design of the building should have a character that may be unique but is not overpowering in the landscape.

Bruner motioned to make the recommendation as presented by staff.
Welvaert second the motion.
Motion passes 6 to 0.

No other Questions or Comments

Staff Reports: (8:14 p.m.)

a. Southwest & MN River Bluffs Regional Trail Master Plan Amendment TH5 Regional Trail

Staff updated park commission members that that master is progressing and being reviewed at the city level and by Met Council staff. Staff shared that they might bring it back to park commission in February for review.

b. TH5 Arboretum Regional Trail Connection

Staff shared that the construction project is pretty much shut down, the boardwalk is supposed to start in February/March, but due to the warmer weather the ice is not thick enough to start this portion of the project and might delay things.

c. MN River Bluffs Regional Trail

Staff stated that the work on the trail has been pretty much completed, the fencing has been installed and the trail has been reopened.

d. Coney Island

Staff stated that the next phase on Coney Island is to install vault latrines and staff is wondering if there is a desire for the latrines to have the similar look as the Waterfront Service building staff is asking if that is important to the park commission members.

Kobilarcik stated no need to match.

Van Eyll preferred a more rustic look.

Bruner stated no need to match and preferred a more rustic appearance.

Lagergren stated no real opinion, preferred that signage be uniform on island and mainland.

Knight stated no real opinion.

Welvaert preferred a rustic look.

No other comments or questions

e. Park Operations

Staff shared that they are hoping to have the first candlelight ski event on February 27th if allowed and hopefully we will have better winter conditions by then. We will have a preparedness plan and controls for this event, this event will be spread out over a longer time frame and to preregister. We are offering programming this winter with smaller groups things like smaller day camps, ski lessons, and snowshoe outing. We are renting skis and snowshoes at Baylor Park and Lake Minnewashta and rentals are going well.

Staff also reminded that the special event procedures that happen on the County properties and we are trying to hold to the 120 days in advance to hold these special events to make sure all things are addressed before the event happens. Staff commented that they did have an event come to them for a March activity to take place at Lake Waconia Park and stated timing is within the 120-day period and there is not sufficient time to fully vet this event.

No other Questions or Comments

Commission Member Reports:(8:29 p.m.)

Bruner stated that he is glad to see things happening at Lake Waconia Regional Park.

Next Meeting Date:(8:30 p.m.)

Next meeting will be on February 10, 2021.

Adjourn Meeting:(8:31 p.m.)

Kobilarcik motioned to adjourn the meeting.

Welvaert seconded the motion.

Motion passed 6 to 0.



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MEMO

TO: Members of the Park Commission
FROM: Martin Walsh, Parks and Recreation Director
SUBJECT: Election of Officers
DATE: February 4, 2021

County Ordinance, which established the Parks Commission, states that the Commission shall meet during the second month to elect officers. Positions of Chair, Vice Chair and Secretary (Secretary need not be a member of the Commission) are to be opened for nominations.

Recommendation:

Proceed with nominations and election for the positions of Chair and Vice Chair. County Park Staff can fill the position of Secretary, as we have done in the past. After nominations are made and seconded, voting can proceed by roll call for the positions of Chair and Vice Chair.

CARVER COUNTY



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Parks & Recreation**

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MEMO

TO: Members of the Park Commission

CC: Martin Walsh, Parks & Recreation Director

FROM: Sam Pertz, Parks & Recreation Supervisor

SUBJECT: Request for Special Event Use Permit: Mn Special Olympics Polar Plunge Fundraiser

DATE: February 5, 2021

Minnesota Special Olympics has requested a Use Permit to conduct a polar plunge event at Lake Waconia Regional Park. This memorandum outlines the pertinent details for review and to recommend issuance of a Use Permit consistent with County Ordinance Chapter 91: Parks and Recreation and consistent with EO 21-04.

Minnesota Special Olympics – Polar Plunge Fundraiser Event

- Date: Saturday March 20, 2021 (no back-up date is planned)
- Where: Lake Waconia Regional Park, City of Waconia
- What: Polar Plunge (jumping in the lake via hole in ice) to raise funds
- Attendance: Per Executive Order 21-04, attendance maximum of (250) people is applied. Event coordinators anticipate some spectators above & beyond this participation limit.
- The submitted COVID19 preparedness plan details how participants can remain safe, including registering participants by timeslot to disperse group size over the 5-hour event duration.
- Effects on Lake Waconia RP: Primary Affects will be parking capacity (est. 100 stalls); installation of large tents (shoreline and beach area); access to/from event areas (plowed/maintained surfaces); See attached site map.
- Required Permit Items Obtained & Reviewed: Process is underway. Significant items of liability insurance, site plan and event operations have been submitted and are being refined.
 - A COVID19 preparedness plan consistent with EO 21-04 has been submitted and is under review.
 - ✓ The permit will be partially contingent on the review and approval by the County COVID19 procedure for groups/gatherings/events. Preliminary review indicates the plan is on solid ground. Additional enhancement to the plan may occur due to further review.
 - ✓ There is some level of risk of exposure to COVID19 for attendees at the event. Registrants are to sign a waiver form to participate.
- Permit Fees: Applicable fees per the 2021 County Fee Schedule include special event Use Permit fee.
 - Additionally, the event coordinator has agreed to utilize existing Department service providers for trash & portable restrooms and will be charged accordingly for these services.
 - Snow removal services are to be provided if needed.
- First year to be issued a Use Permit.
- Careful and detailed consideration has been provided through the Departments of Risk Management, Public Health and County Attorney Office to support a safe & well managed event.

Recommendation: It is requested 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 COVID19 preparedness plan, receipt of any necessary permits from the City of Waconia and County Sheriff Office.

CARVER COUNTY

