



Parks & Recreation Commission Meeting

Wednesday, February 8, 2023

Public Works Headquarters

11360 Highway 212

Cologne, MN 55322

6:30 pm

AGENDA

- 1)** Call to Order (6:30 p.m.)
- 2)** Roll Call (6:30 p.m.)
- 3)** Election of Officers (6:35 p.m.)
- 4)** Approval of Agenda (6:45 p.m.)
- 5)** Approval of the January 11th, 2023 Regular Meeting Minutes (6:46 p.m.)
- 6)** Commissioner Liaison Report (6:47 p.m.)
- 7)** Open to the Public (6:50 p.m.)
- 8)** New Business (6:51 p.m.)
 - a.** Naming Process for Waterfront Service Center
- 9)** Old Business (7:00 p.m.)
 - a.** Hoffman Monument & Entrance Signage
- 10)** Informational/Discussion (7:20)
 - a.** Assest Management Plan
 - b.** 2023 Budget
- 11)** Staff Reports (8:00p.m.)
 - a.** General Operations & Recreation Services
 - b.** Maintenance and Natural Resources Operations
 - c.** Administrative Update
 - i. Waterfront Service Center
 - ii. Legislative Information
- 12)** Commission Member Reports (8:15 p.m.)
- 13)** Next Meeting Date (8:25 p.m.)
 - a.** March 8th, 2023
- 14)** Adjourn (8:30p.m.)

Upcoming Events and Activities

- Candlelit Ski & Hayride Event: 2/25/23

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: Election of Officers
DATE: February 3, 2023

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

Recommendation:

To proceed with nominations and elections 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



Parks & Recreation Commission Meeting

Wednesday, January 11th, 2023

Public Works Headquarters

11360 Highway 212

Cologne, MN 55322

6:30 pm

MINUTES

- 1) Welcome and Introductions of New Members
 - a. Christine Fenner, Jenn Brewington, Reid Welch
- 2) Call to Order
 - a. C. Kobilarcsik called the meeting to order at 6:35pm.
- 3) Roll Call
 - a. Present: Curt Kobilarcsik, Jenn Brewington, Christine Fenner, Makiza Johnson, Mark Lagergren, and Reid Welch.
 - b. Absent: Scott Knight
 - c. Staff: Tim Lynch, Marty Walsh, Sam Pertz, Jake Sandvig, and Hope Mack
- 4) Approval of Agenda
 - a. Motion to approve the agenda made by R. Welch, Seconded by M. Lagergren Passed 6-0
- 5) Approval of the October 19th and December 14th, 2022 Regular Meeting Minutes
 - a. Motion to approve the minutes made by R. Welch, Seconded by M. Johnson Passed 6-0
- 6) Commissioner Liaison Report
 - a. None
- 7) Open to the Public
 - a. None
- 8) New Member Orientation Presentation
 - a. M. Walsh gave a presentation describing the role of a Park Commission member, outlining the park system, listing services offered, and reviewing projects and future plans.
- 9) Old Business
 - a. Special Use Permit – MN Special Olympics Polar Plunge
 - i. S. Pertz introduced this 3rd annual event will take place on 2/11/23 at Lake Waconia Regional Park. Upon Park Commission approval, it will be brought to the County Board for review.
 1. Motion to approve made by M. Lagergren, Seconded by M. Johnson Passed 6-0
 - b. Coney Island Site Plan
 - i. S. Pertz reviewed the site improvement plan and preliminary cost estimate. Upon Park Commission approval, it will be brought to the County Board for review.
 1. Motion to approve made by M. Johnson, Seconded by J. Brewington Passed 6-0

CARVER COUNTY



c. Choosing a Name for the Waterfront Service Center

- i. M. Walsh reviewed three plans which could be utilized in selecting a name. Feedback from commission members was to come up with a hybrid plan which would involve specific community contacts and public input.

10) Discussion

a. Draft Waterfront Service Center Operations Plan (Materials Provided at Meeting)

- i. S. Pertz presented the draft plan which includes maintenance responsibilities, public access/use, equipment rental services, security, office hours, and staffing. Discussions were had on many topics. He will take their feedback into consideration and present the plan to the County Board in February.

11) Staff Reports

a. General Operations & Recreation Services

- i. S. Pertz noted that the first Candlelit Ski and Hayride Event is taking place on 1/28/23, the winter postcard had been delivered, and that the new online reservation system will be ready for customers to use within the next 1-2 weeks.

b. Maintenance and Natural Resources Operations

- i. J. Sandvig stated that trail and sledding hill grooming is taking place weekly, the aerator is installed in Eagle Lake, and gave an update on the docks for Lake Waconia.

c. Administrative Update

- i. M. Walsh reported that work on the Waterfront Service Center has been delayed, but that we should see progress in the coming weeks.

12) Commission Member Reports

- a. The parks have been very well used so far this season, trails maintained wonderfully, and looking forward to the Candlelit Ski Event.

13) Next Meeting Date

- a. February 8th, 2023

14) Adjourn

- a. Motion to adjourn at 9:17pm by R. Welch, Seconded by J. Brewington Passed 6-0



**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: Naming Process for New Facility at Lake Waconia Regional Park
DATE: 2/1/23

Staff have developed a recommended process to officially name the new building being constructed at Lake Waconia Regional Park. The process outlines both the strategy and respective timeline, including milestones. This process reflects the discussion had with the Park Commission at the January 2023 meeting and input from County Administration, and is designed to be succinct and effective from Park Staff perspective.

Strategy

- Engage Key Stakeholders & Solicit Responses
 - Waconia Lions Club
 - Waconia Heritage Association
 - Waconia Chamber Business Members
 - County Staff
 - Carver County Historical Society
 - Dakota Community, Shakopee Mdewakanton Contact
 - General Public
- Application & Requirements
 - Electronic Form Development (Microsoft Forms)
 - Must align with Parks facilities Naming Criteria
 - Submittal(s) should reflect a relevant connection to the area, history, site, ...
 - The form includes space for a narrative explaining the proposed name
 - Responses due and form closes 3/10/23
 - Each stakeholder group allowed two (2) submittals
 - Responses from the public are not limited
 - Public engaged via social media, Waconia Patriot, park webpage
- Park Commission Role
 - Discuss & review overall list of submittals
 - Render list to no more than four (4)
 - Provide recommendation to the County Board
- County Board Involvement
 - Work Session item for discussion

CARVER COUNTY

- RBA as consent item

Timeline

- New Business Item at 2/8/23 Park Commission Meeting
 - Adopt recommended strategy
- Email Communication to County Board
 - Awareness of process and intent to engage with public
- 2/13/23 – 3/13/23
 - Response period, stakeholders and public
- Park Commission Old Business at 4/12/23 Meeting
 - Response list provided
 - Action/task: Park Commission renders list to four (4) or less
- County Board Action(s)
 - Work session discussion, 4/25/23 or 5/23/23 if April's meeting unavailable
 - RBA & consent action, 5/16/23 or 6/19/23

Recommendation: It is requested the Park Commission recommend the naming process to the County Board for the new park building at Lake Waconia Regional Park.



**Carver County
Parks & Recreation**

11360 Highway 212 West, Suite 2
Cologne, MN 55322

MEMO

TO: Members of the Park Commission
CC: Martin Walsh, Parks & Recreation Director
FROM: Samuel Pertz, Parks & Trails Supervisor
SUBJECT: Final Design – Hoffman Foundation Monument/Coney Island Entrance Signage
DATE: February 2, 2023

Planning and design work for the Coney Island entrance signage & Hoffman Foundation monument has been completed.

The below is offered as a reminder for the Commission of the processes taken and project highlights.

The project was coordinated with a professional design consultant. Staff utilized the resource of past site archeology performed by a licensed archeologist to prepare the property timeline information displayed on the backside of the structure. This information was provided to representatives of the Dakota Community, where staff received comment from a Mdewakanton Tribe member that provided their perspective that the pre-contact information displayed was accurate. Further connection was made with another Dakota representative, but ultimately comments were not received after multiple attempts.

Additionally, staff were able to obtain comment from the Waconia Heritage Association for the historic photo selected for the sign panel on the front side.

As the initial design was assembled, staff engaged with representation of the Hoffman Foundation & family. This input provided a good change to include the Hoffman Foundation logo.

Internally the project has been vetted from a County branding perspective to be consistent with fonts, color tones (when applicable), and use of the Department logo.

The structure will utilize nearly (60) bricks collected from the site in recent volunteer stewardship events. The bricks are historic Chaska brick and will be a nice connection to the site's history.

Staff will provide further details on the design, construction, & materials used for the structure at the meeting.

The total cost of the project is still uncertain at this time. Construction costs of ~\$50,000 would not be a surprise. Design and engineering costs were ~\$10,000. The funding source for the construction is identified to come from the remaining balance of the Hoffman Foundation initial donation to the County.

Recommendation: It is requested the Park Commission recommend approval to construct the Hoffman Foundation and Coney Island entrance signage monument to the County Board.

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: Informational Items - Parks 2023 Budget and Parks Asset Management
DATE: February 2, 2023

At the January meeting, we spent some time orientating new commission members to their roles and about the services the Parks Department provides. Members expressed interest in knowing more about the funding we receive. To further new member and refresh existing member understanding of the finances for the parks system, attached is a graphic representation of the 2023 budget which we will review.

Additionally, with three new members and a light attendance of existing members at the December meeting, we'll revisit the presentation about the asset conditions of the park system. Attached is the presentation that was provided.

Members will find the budget and asset report beneficial in understanding operations and improvement needs.

CARVER COUNTY



CARVER COUNTY PARKS & TRAILS | ASSET MANAGEMENT PLAN

COUNTY BOARD
WORKSHOP

December 12, 2022

Agenda

- Introduction & County Context
- Existing Assets/Condition Assessment (Does not include buildings)
- Asset Management Plan
- Planning Scenarios
- Funding
- Future Planning Activities
- Next Steps

INTRODUCTION

Project Purpose

- To better understand the state of the system (existing conditions)
- To better understand the resources needed to maintain assets in a state of good repair
- To identify strategies for high priority asset replacement and new projects
- To identify strategies to be more efficient in managing and modernizing our system

Parks & Trails Being Evaluated

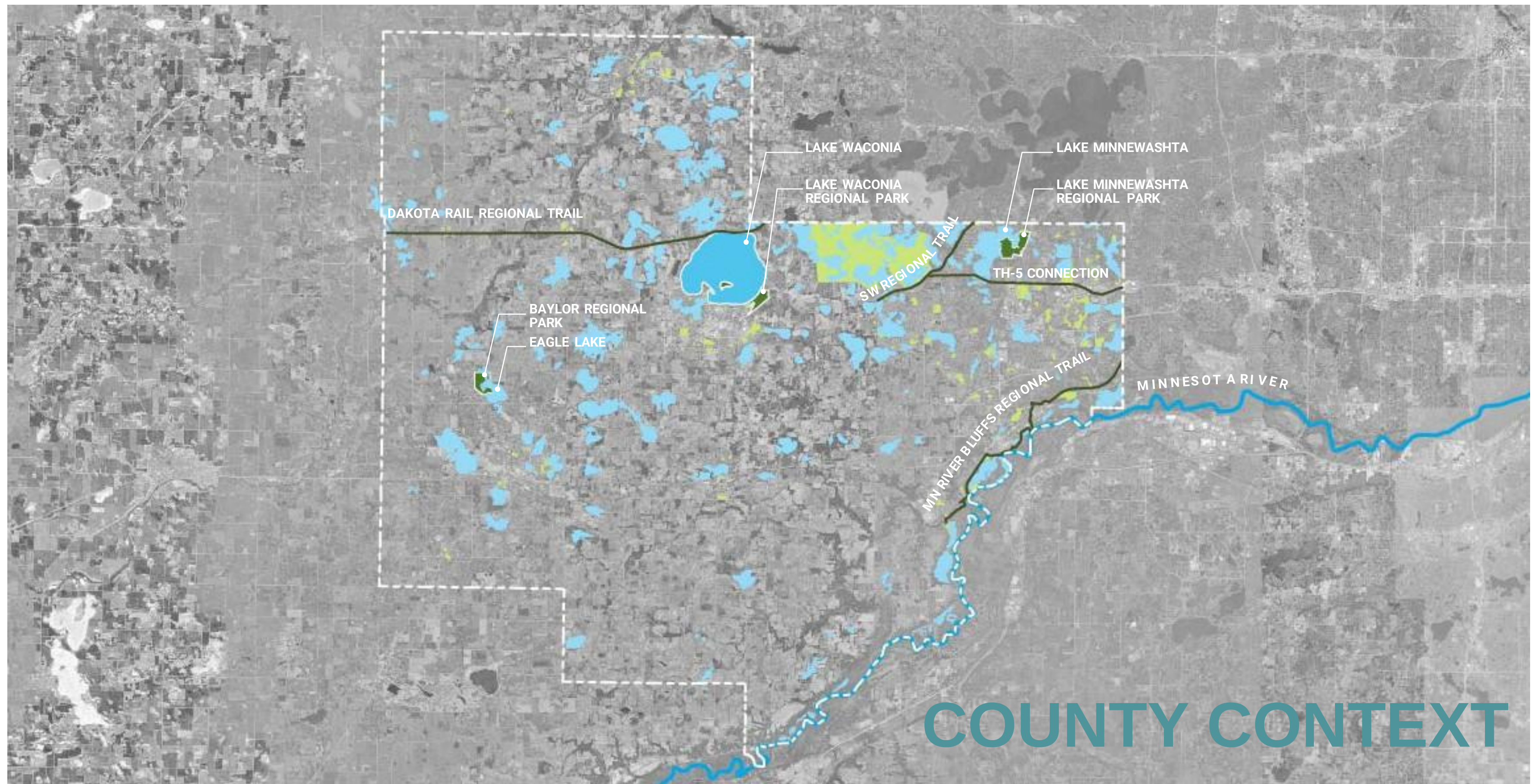
- Baylor Regional Park
- Lake Minnewashta Regional Park
- Lake Waconia Regional Park
- Dakota Rail Regional Trail
- Lake Minnetonka Regional Trail (Pending Agreement)
- Minnesota River Bluffs Regional Trail & Segments of County Road 40
- Highway 5 Trail
- County Road 11 Trail

EXECUTIVE SUMMARY

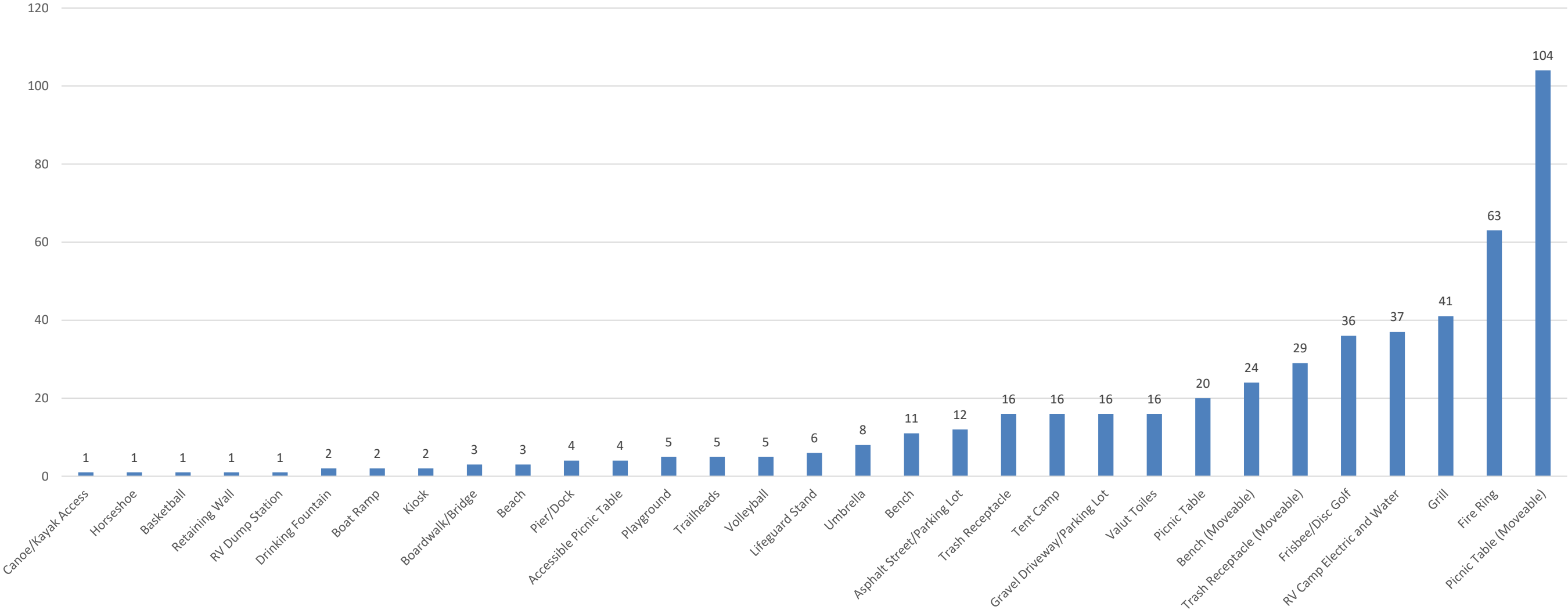
FINDINGS

- Current funding has been used for new projects and has not been directed to modernization
- Need to find a balance in maintaining assets in a “state of good repair,” while modernizing/replacing existing structures and expand the system.
- Quality parks and trails play an important role in the attraction and retention of residents.
- Continue to defer replacement will result in assets taken off-line (e.g., Boardwalk and Playground)





COUNTY CONTEXT



- 495 assets
- 22 buildings
- 30 miles of county and regional trails
- 518, 846 sqft - Asphalt Street/ Parking Lots
- 405,194 sqft - Gravel Driveway/ Parking Lot

- Replacement Value - \$22.2 Million
- Annual O&M Costs – \$1.1 Million



CONDITION ASSESSMENT

Asset Categories

- **Furnishings:** benches, picnic tables, grills, etc.
- **Structures:** docks, boardwalks, playgrounds, etc.
- **Assets in the Open:** parking lots, beaches, camp sites, etc.
- **Trails:** Regional and County trails (general assumptions applied about condition)

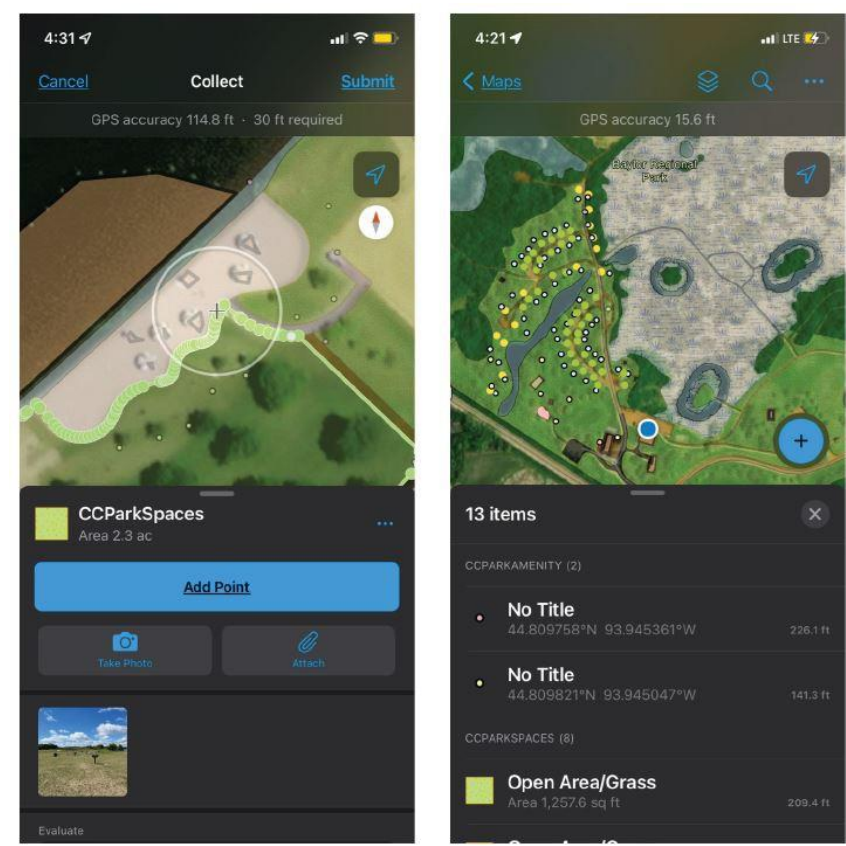
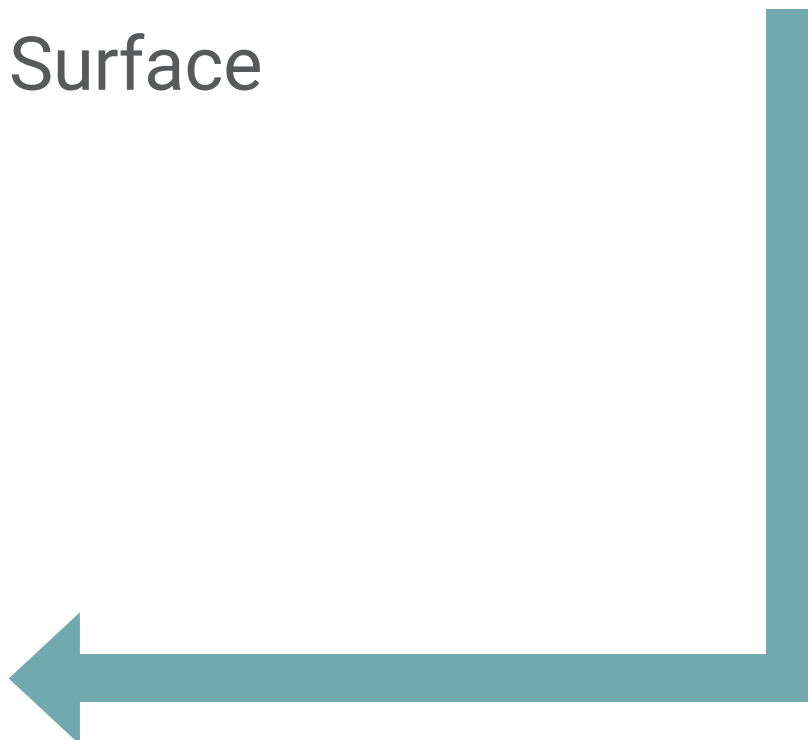


Evaluated

- Hardware
- Aesthetics
- Structure (excludes buildings)
- Surface

Overall Rating

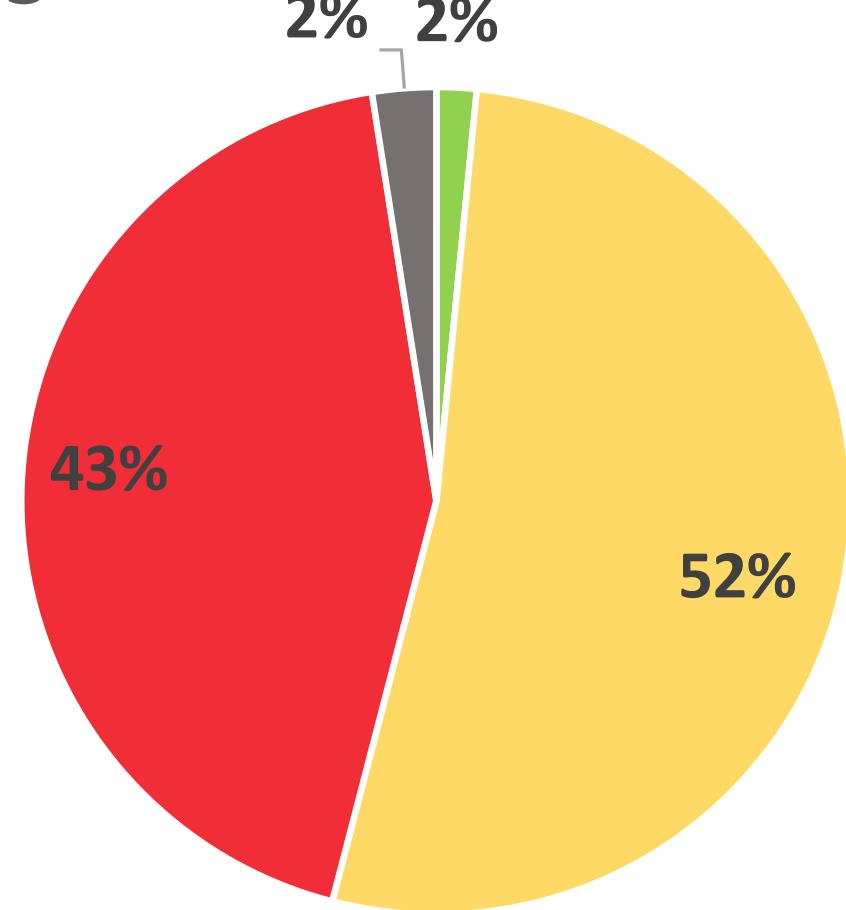
- **Good:** No signs of repairs
- **Fair:** Signs of minor repairs
- **Poor:** Signs of deterioration
- **Very Poor:** Signs of major deterioration



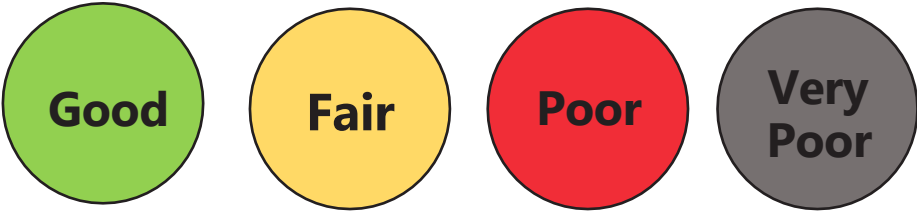
CONDITION ASSESSMENT

Furnishings(322)

benches, picnic tables, grills, etc.

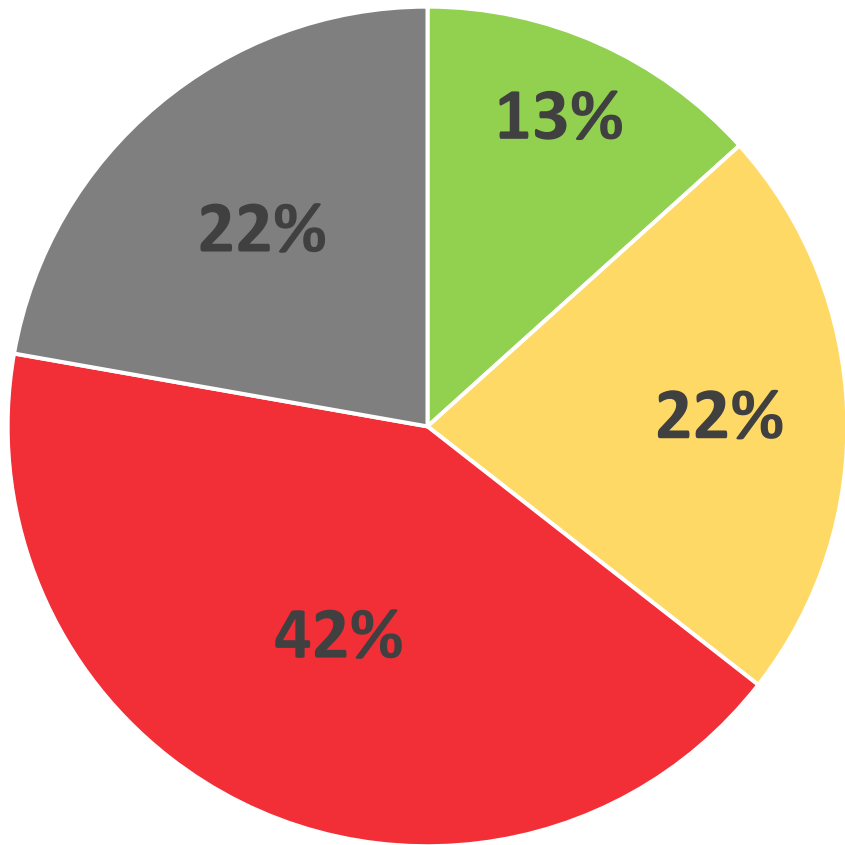


Examples of assets in poor or very poor condition include benches and picnic tables.



Structures (45)

docks, boardwalks, playgrounds, etc.

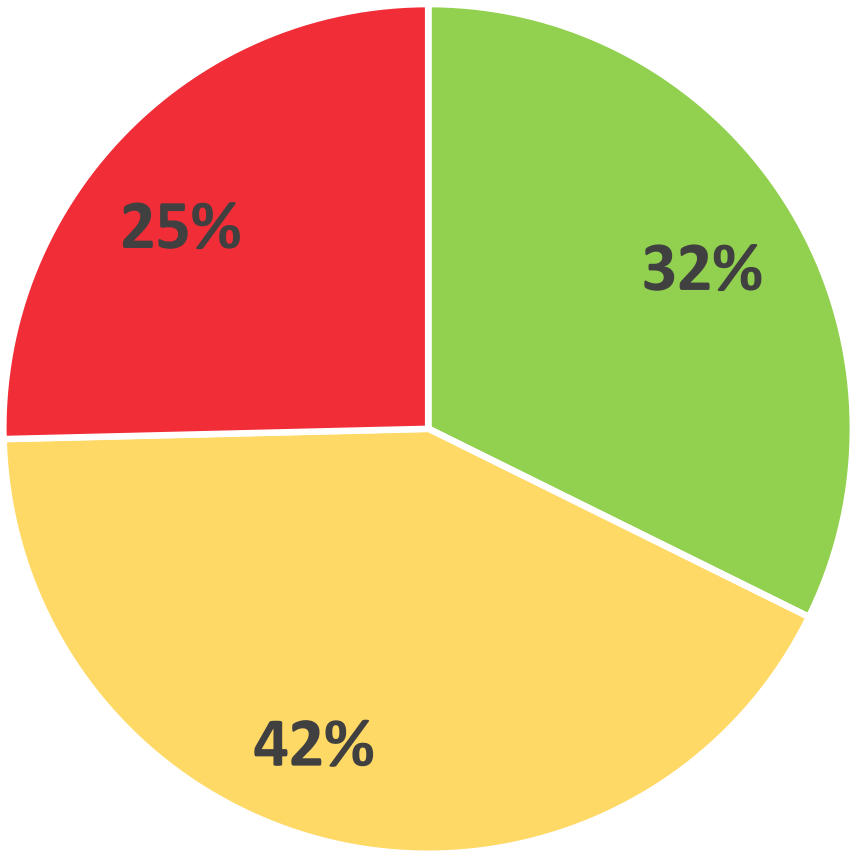


Good: Examples of assets in good or fair condition include trailheads, vault toilets, restrooms, and docks.

Poor: Examples - poor or very poor condition include boardwalks and playgrounds.

Assets in the Open (128)

parking lots, playfields, beaches, camp sites, etc.



Good: Examples of assets in good or fair condition include the frisbee golf course and campsites. Trails are generally in good to fair condition based on their year of construction.

Poor: Examples of assets in poor condition include some parking lots and driveways (e.g., Lake Waconia Event Center).



CONDITION ASSESSMENT

General Findings

The majority of today's assets need some level of maintenance.

- Good = 11%
- Fair = 47%
- Poor = 39%
- Very Poor = 4%

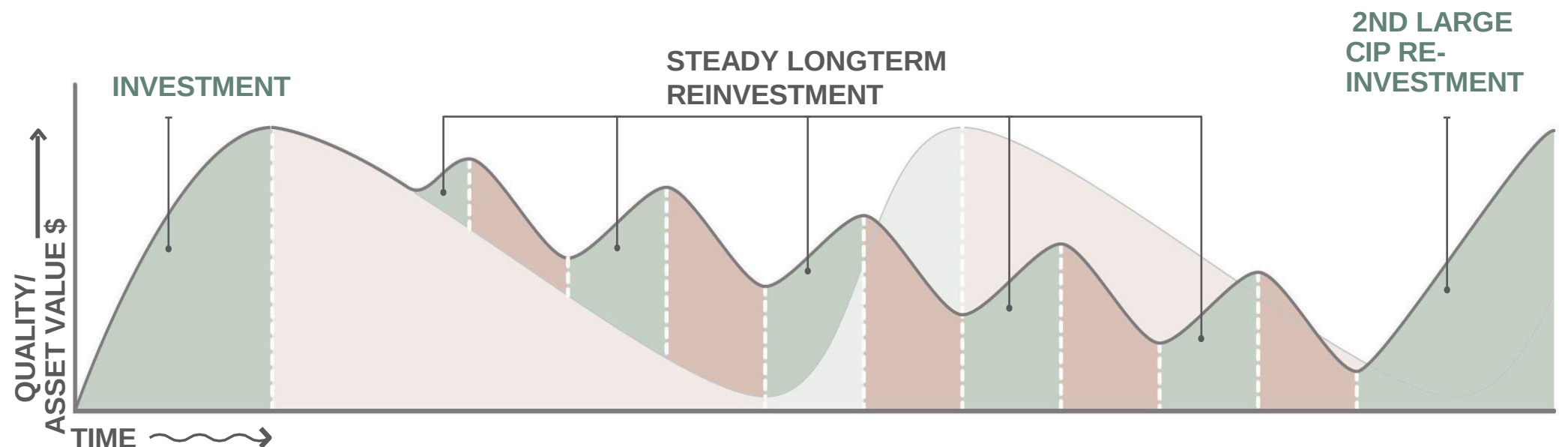
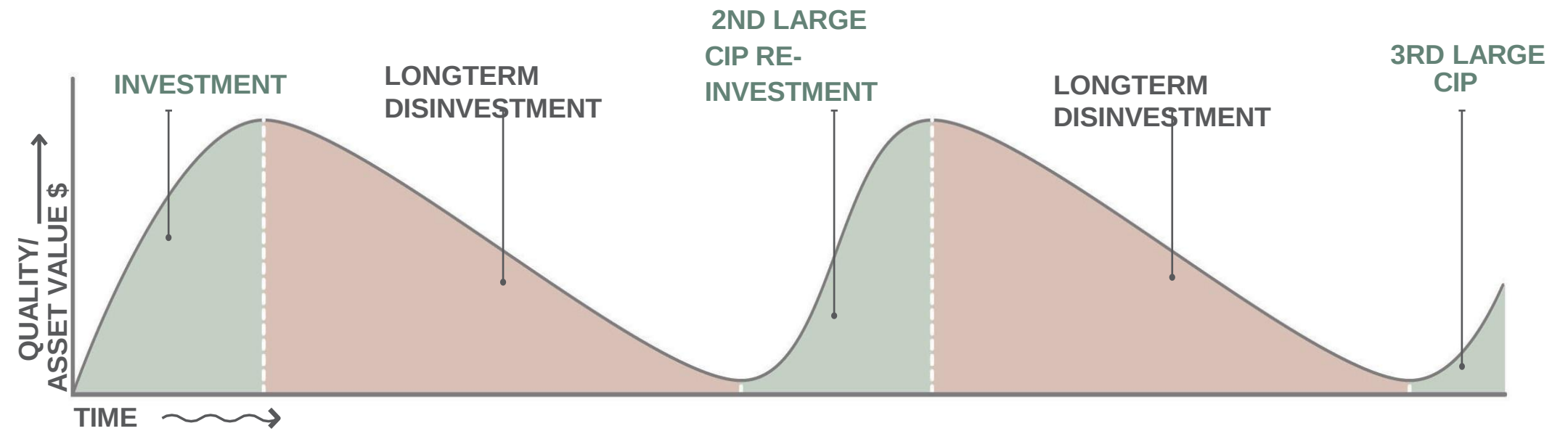
Conditions ratings were not collected for the trails. Findings throughout this assessment were based on general assumptions about condition and age.



ASSET MANAGEMENT PLAN

Purpose

- Develop scenarios to determine a financial plan to maintain the system in a “state of good repair”
- Develop an asset management program to track conditions and determine a realistic maintenance and replacement schedule



EXISTING COUNTY FUNDING FOR O&M AND REPLACEMENT

Revenue Assumptions

Revenue assumptions are based on current estimates.

At times, the County receives one-time monies (e.g., Hoffman Foundation Funds and other grants) for park improvements.

County Levey	Operations	Asset Preservation (Att. D)	Capital (Att C & Att E)
Site and Grounds Improvement	-	\$80,000	-
Maintenance Time (Salary + Benefits) – comes from levy and CCRA	\$420,372	-	-
Seasonal Staff	\$92,185	-	-
Regional Rail Authority	\$10,000	\$50,000	-
Materials & Supplies	\$20,000	-	
Other Funding Sources	Operations	Asset Preservation (Att. D)	Capital (Att C & Att E)
Met Council Parks and Trail Funds (1 YR Average)	\$45,000	-	\$300,000
Met Council CIP Grant	-	-	\$130,000
County Program Aid	-	-	\$74,000 *
Total:	\$587,557	\$130,000	\$504,000

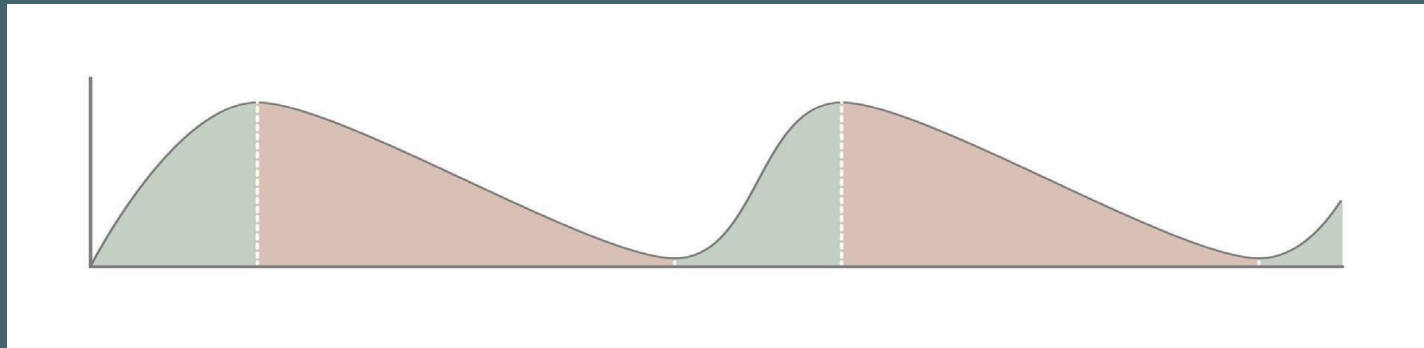
* Committed to repayment

Total Funds going to Operations, Maintenance and Replacement = \$1,221,557

CURRENT REPLACEMENT NEEDS

Amount needed to replace poor and very poor assets, not including buildings

Deferred maintenance has resulted in significant replacement needs. Addressing these needs will help elevate the system back to a “state of good repair.”



Funding Need

Asset Category	Replacement
Furnishings	\$102,700
Structures *	\$4,310,505
Assets in the Open	\$3,133,016
Trails	\$388,410
Total	\$7,934,631 **
Funding Available	\$430,000 per year

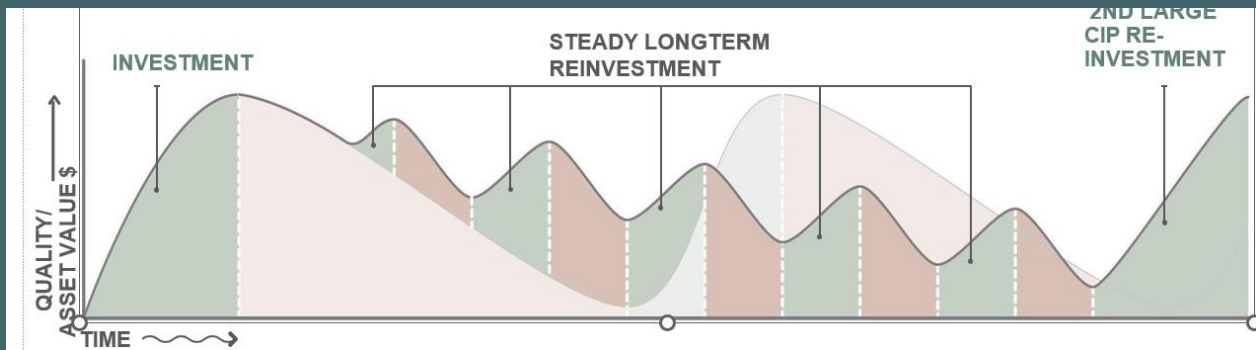
** Does not include building needs. Numbers reflect replacement and upgrades to playgrounds, boardwalks, and vault toilets.*

*** Excepting buildings, brings all other assets into a state of good repair*



CURRENT OPERATIONS AND MAINTENANCE COSTS

Deferred maintenance has resulted in significant replacement needs. Addressing these needs will help elevate the system back to a “state of good repair.”



Funding Need per Year *

Asset Category	Operations
Furnishings	\$48,380
Structures	\$140,678
Assets in the Open	\$275,562
Trails	\$111,970
Buildings (e.g., staffing, utilities and custodial needs)	\$300,000
Stewardship (e.g., Mowing, Snow Plowing, Trail Inspection/Grooming, and Vegetation Mgmt.)	\$100,000
Total	\$984,590
Funding Available	\$717,557

** Includes general operation/maintenance activities, staff time and salaries.*



HIGH VALUE ASSETS THAT NEED REPLACEMENT

- Minnewashta Playground
- Lake Waconia Playground (Phase III)
- Baylor Boardwalk



FUNDED 5 YEAR CIP (PRIORITY PROJECTS)

This scenario includes priority projects that are being programmed for CIP funding.

Priority	Project	Replacement of Existing Assets (Large O&M Needs)	O&M	Year	Potential Funding Source
1	Pavement Mgmt. Systemwide (e.g., parking lots and trails)	-	\$193,000	2023-2027	CCRRA/Att. D
2	Crane Creek Bridge Repair	\$100,000	-	2023-2024	CCRRA
3	Playground Replacement (Lake Minnewashta Regional Park)	\$1,000,000	-	2024 -2025	Met. Council P&T Funds (3 YR Funding Cycle)
4	Boardwalk Replacement (Baylor Regional Park)	\$250,000	-	2024 -2025	Met. Council CIP Funds (2 YR Funding Cycle)
Sub Total:		\$1,350,000	\$193,000		
Priority	Project	New Assets	O&M	Year	Potential Funding Source
1	Circle the Brick Trail (Chaska)	\$1,050,000	-	2024 – 2025	Sale of RR Property
2	Coney Island (e.g., docks and monuments)	\$200,000	\$2,000	2023	Hoffman Foundation
Sub Total:		\$1,250,000			
Total		\$2,600,000	\$195,000		

5 YEAR CIP (PRIORITY PROJECTS)

2023 Projects

- Coney Island Docks & Monuments
- Dakota Rail RT Crane Creek Bridge Repair
- Lake Minnewashta RP Pavement Crack Fill / Seal Coat

2024 Projects

- Baylor RP Pavement Seal Coat
- Dakota Rail RT Mayer Parking Lot Seal Coat
- Dakota Rail RT New Germany Parking Lot Seal Coat
- Lake Minnewashta RP Playground Replacements
- Dakota Rail RT Crack Fill and Seal Coat
- - - Circle the Brick Trail

2025 Projects

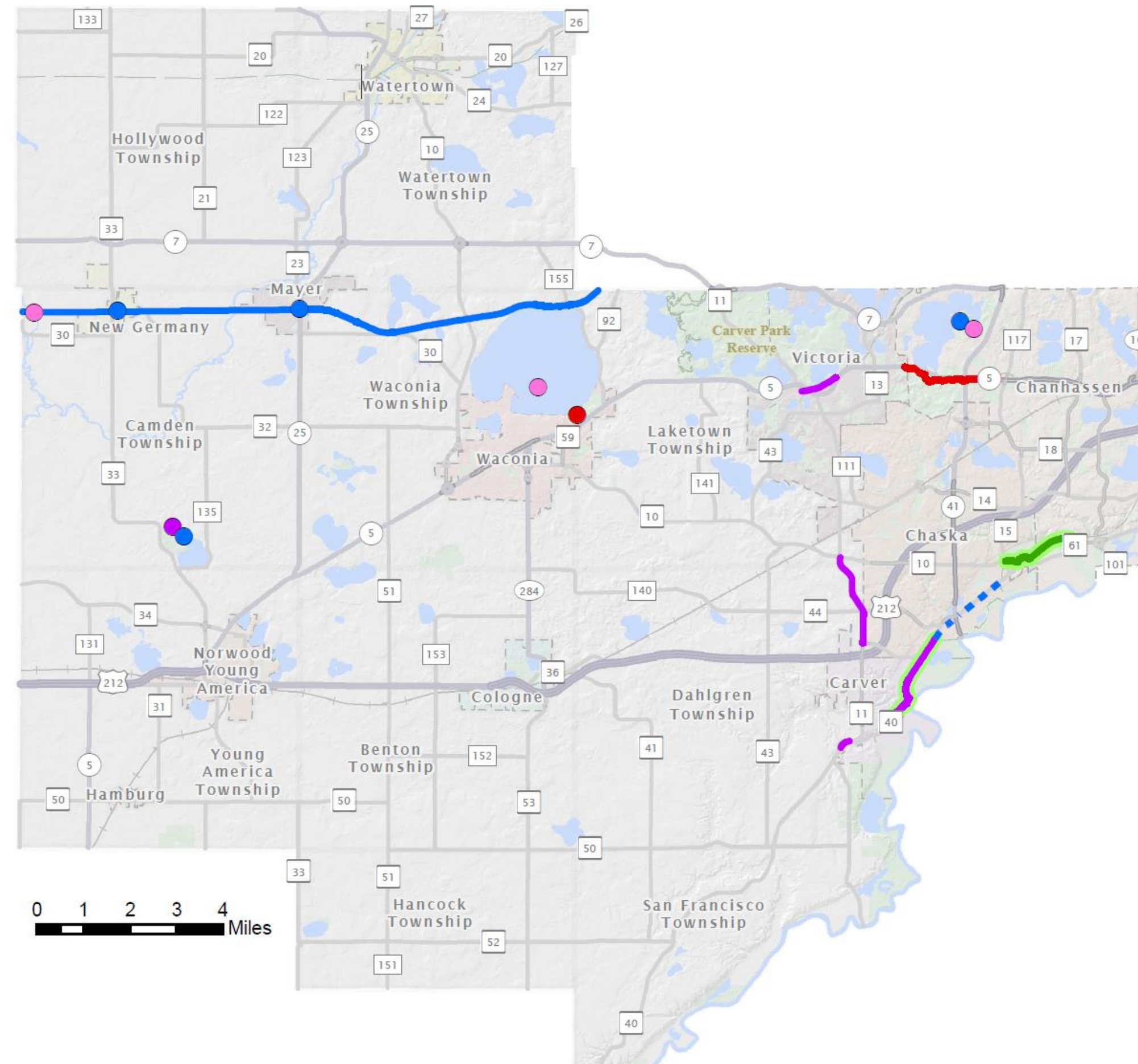
- Baylor RP Boardwalk Replacement
- Co. Rd. 11 Trail Crack Fill and Seal Coat
- Co. Rd. 40 Trail Crack Fill and Seal Coat
- Lake Minnetonka RT Crack Fill and Seal Coat
- MN River Bluffs RT Crack Fill and Seal Coat

2026 Projects

- Lake Waconia RP Pavement Crack Fill and Seal Coat
- Hwy 5 RT Crack Fill and Seal Coat

2027 Projects

- MN River Bluffs RT Crack Fill
- MN River Bluffs RT Seal Coat



UNFUNDED 5 YEAR CIP (PRIORITY PROJECTS)

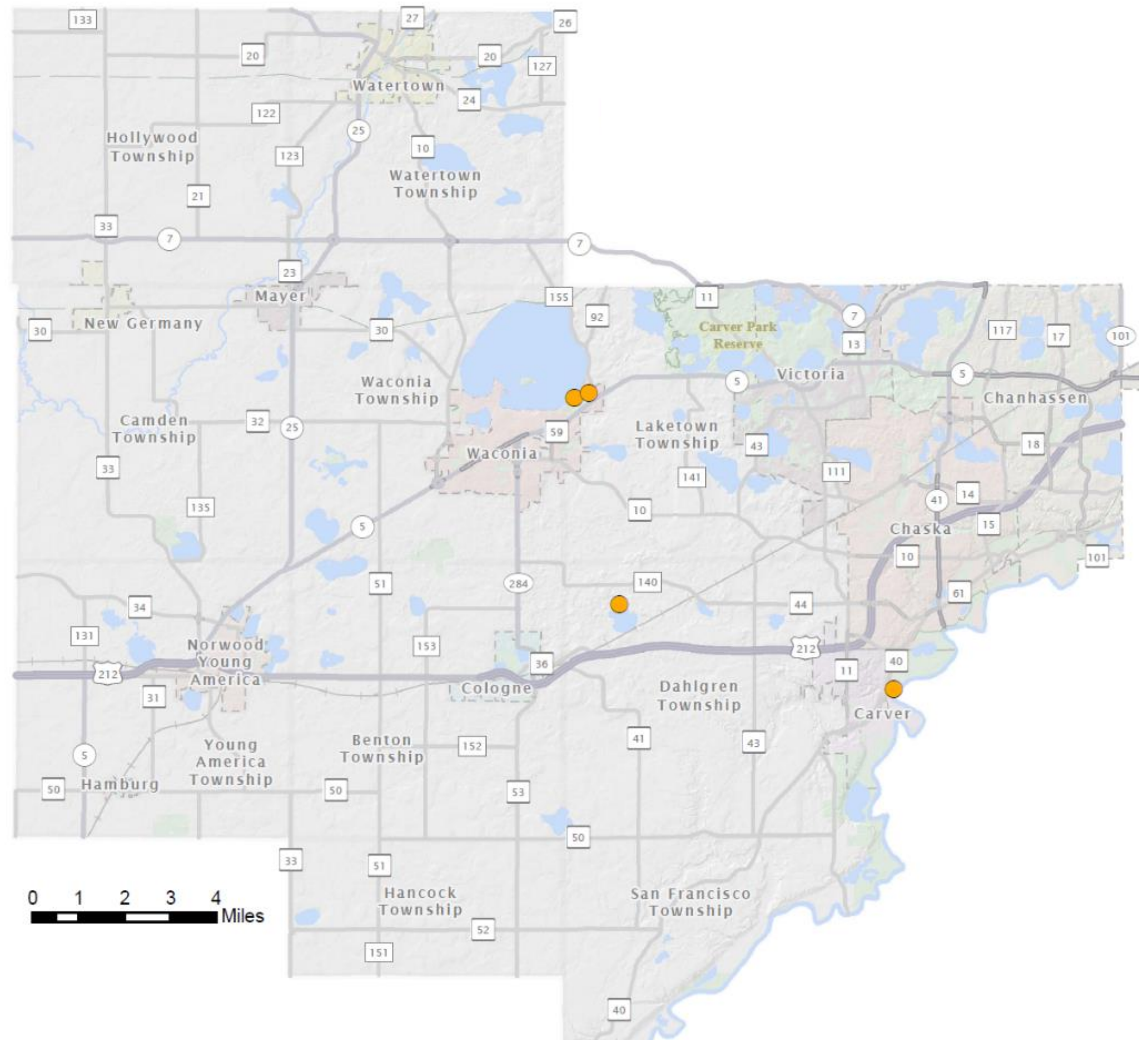
This scenario identifies priority projects that will need to be considered for future CIP programming.

Priority	Project	Replacement of Existing Assets (Large O&M Needs)	Year	Potential Funding Source
1	Building Removal (Waconia Event Center)	\$150,000	2023	TBD
Sub Total:		\$150,000		
Priority	Project	New Assets	Year	Potential Funding Source
1	Phase III Development (Waconia Regional Park) (e.g., playground, parking lots, shelter)	\$2,250,000	2024-2025	TBD
2	Land Acquisition (Miller Park) County Share	\$587,500	2024	TBD
3	Merriam Junction Trail (Scott County)	\$1,300,000	2024-2025	TBD
Sub Total:		\$4,137,500		
Total		\$4,287,500		

UNFUNDED 5 YEAR CIP (PRIORITY PROJECTS)

Unprogrammed Projects

- Merriam Junction Trail - Scott Co. Connection
- Miller Lake Land Acquisition
- Waconia Event Center Removal
- Waconia RP Phase III Development



FUNDING STRATEGIES

Short Term Need

O&M

- Increase County Levy to fund park and trail needs
- Fund previous requests for additional FTE (1) & Seasonal Staff (0.5) for general maintenance activities.

Replacement

- Assumes use all Met Council Funds and some CCRRA
- Fund Playground, Boardwalk, and Bridge Repair

New Projects (\$4,287,500– 5yr)

- Attachment E/Y.E.S/BSA
- State Bonds
- GO Bonds
- Explore a referendum

FUTURE PLANNING NEEDS

Future CIP Projects

Recommendations to Inform Future CIP Projects

Planning Activities
Systemwide ADA Improvements
Systemwide Needs Assessment
Systemwide Building Facilities Assessment
Natural Resource Management Plans
Park User Satisfaction Survey

Baylor Regional Park
Electrical Upgrades to Campsites
Replace Maple Sugar Shack
Comprehensive Signage Program
Land Acquisition and Park Expansions

Lake Minnewashta Regional Park
Repurpose Concession Building to Rental Services
Comprehensive Sign Program
Central Restrooms for Picnic Areas
Redevelopment of old boat access, New Group use and water access area

Confirm Park Master Plan
Recommendations &
System Needs

Lake Waconia Regional Park
Adventure Trail
New Maintenance Facility
Additional Picnic Areas/Shelters
Sledding Hill-Warming House/Rental Space
Event Building

Coney Island
Complete Historical Interpretive Trails
Construct Group Use Camping Area
Restrooms/Vault Latrines
Maintenance Storage & Picnic Building
Adventure/Nature Playground

Identify systemwide needs and begin project prioritization to effectively plan for the future



FUNDING STRATEGIES

Long Term

O&M

- Increase levy funding by \$50K for 10yrs or \$100K for 5yrs.
- Fees
- Partner with other agencies (3 Rivers?)
- Foundations, naming rights
- Disinvest in the system

Replacement

- Increase levy by 100K for 10 years
- Fees
- Disinvest in the system

New Projects (beyond CIP) and Replacements (~\$14M – remaining unfunded post CIP)

- Attachment E/Y.E.S
- GO Bonds
- Explore a referendum

NEXT STEPS

Short-Term Needs

- Continue to develop asset management plan
- Additional operations/facilities planning and staffing needs
- Prepare a system-wide assessments to determine needs (specifically buildings) beyond current 5-yr. CIP
- Conduct a County Board tour of existing parks and parks in other counties.

Long-Term Needs

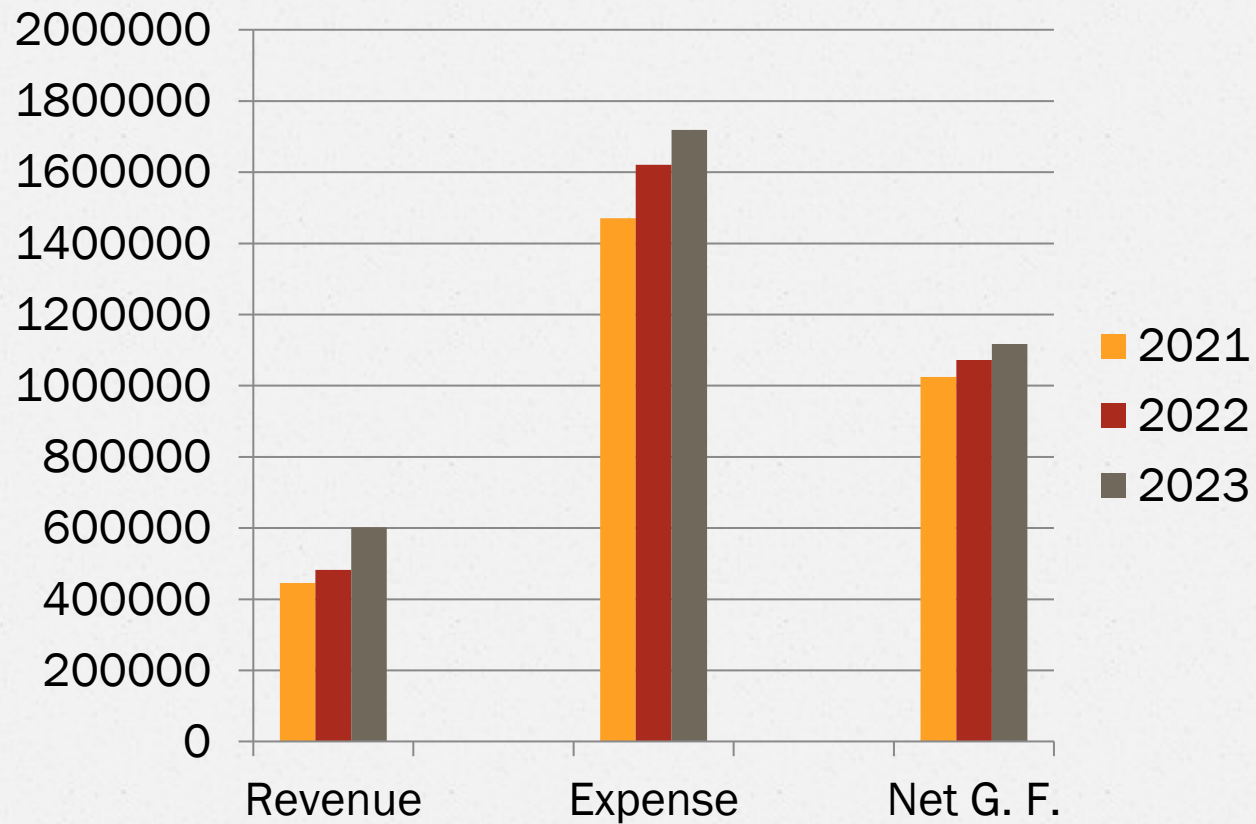
- Develop and update master plans
- Survey County residents to better understand their needs and overall satisfaction



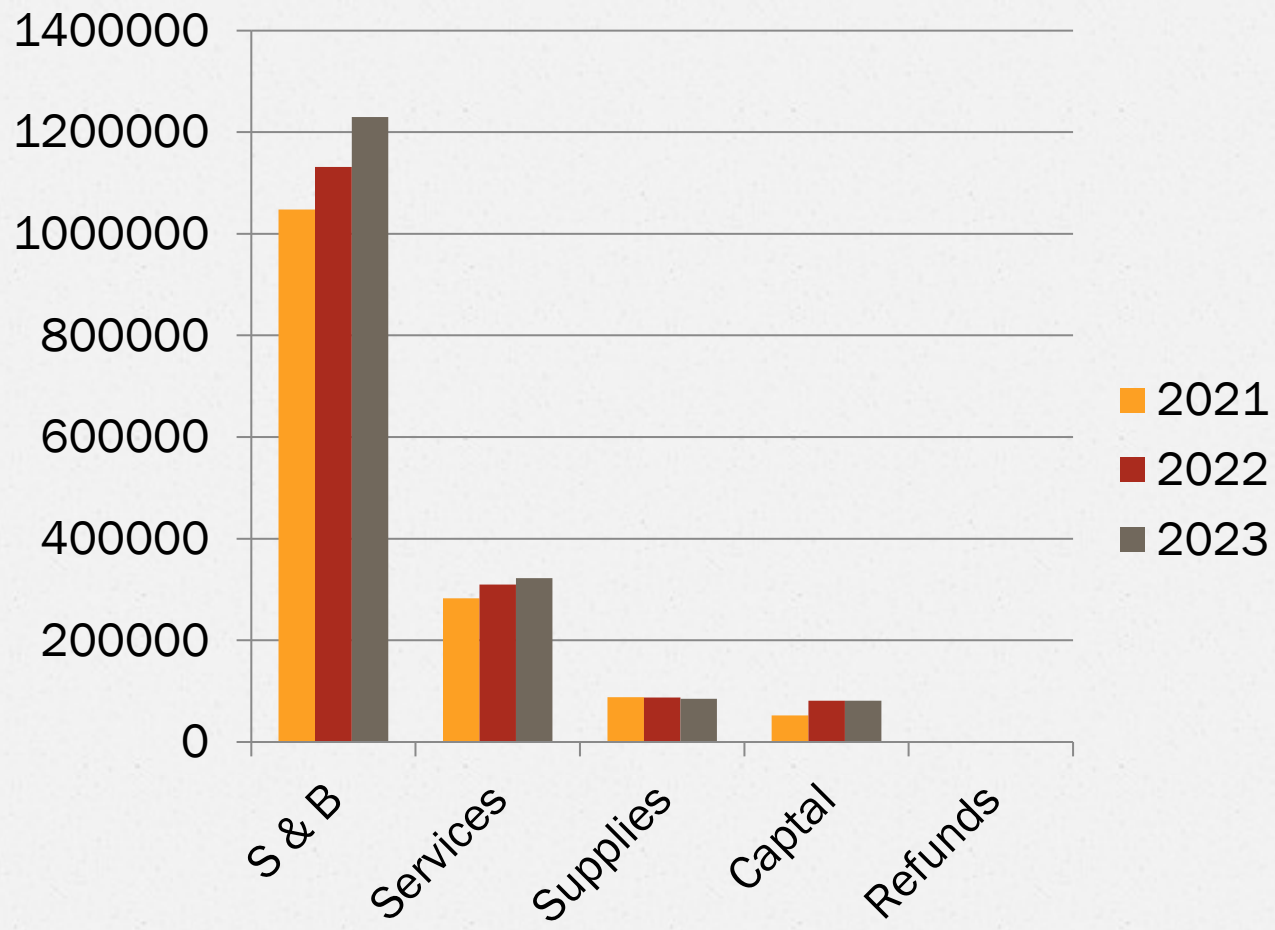
2023 Parks Budget

February 8th Informational Item
Park Commission Meeting

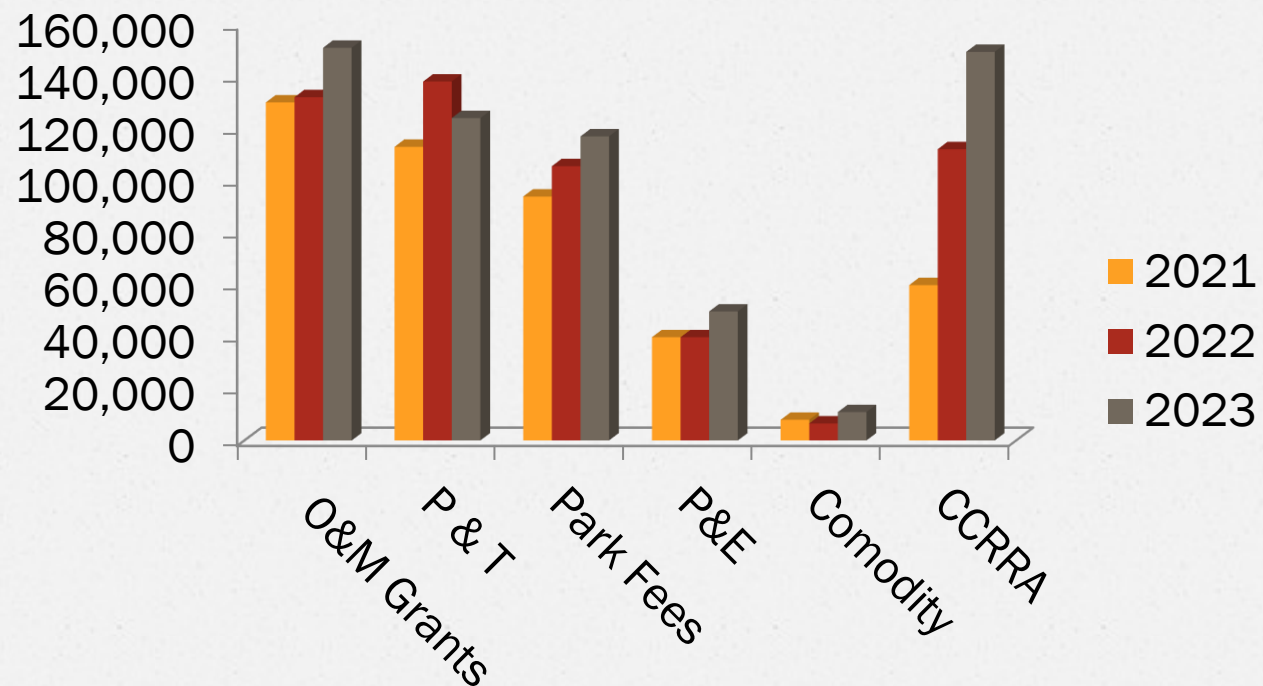
Revenue and Expense Comparison



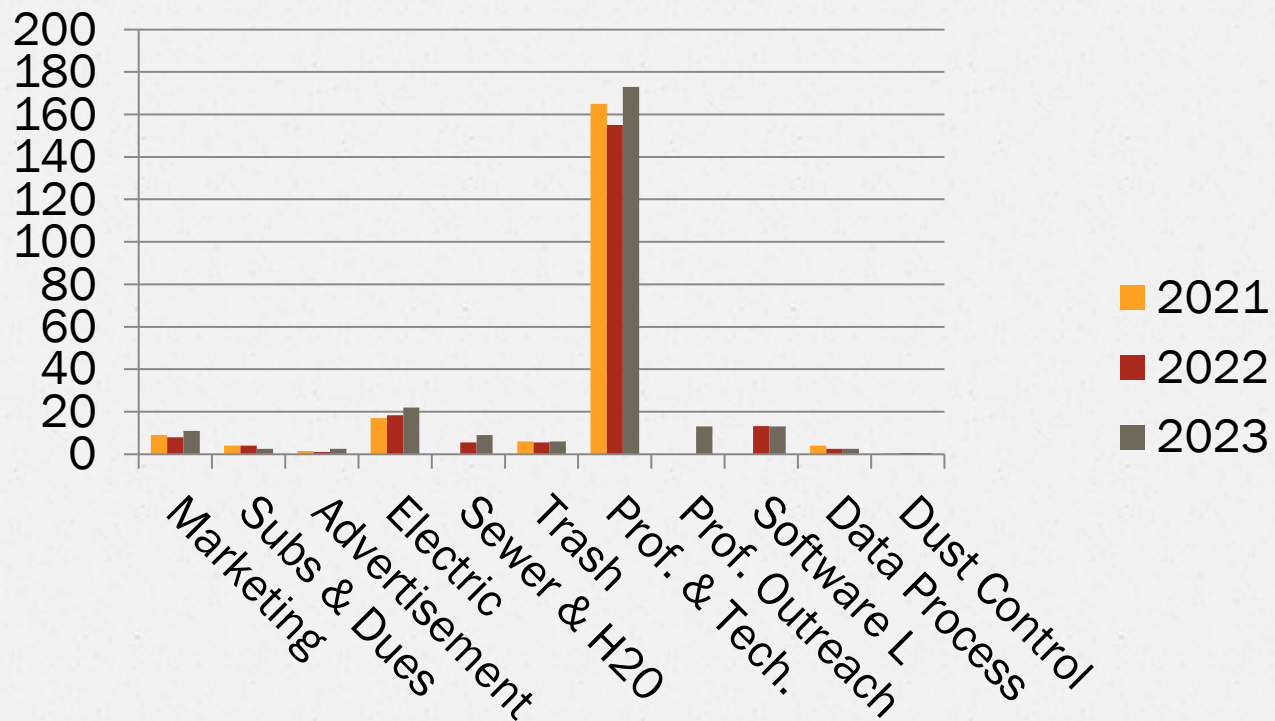
Expense Comparison by Category



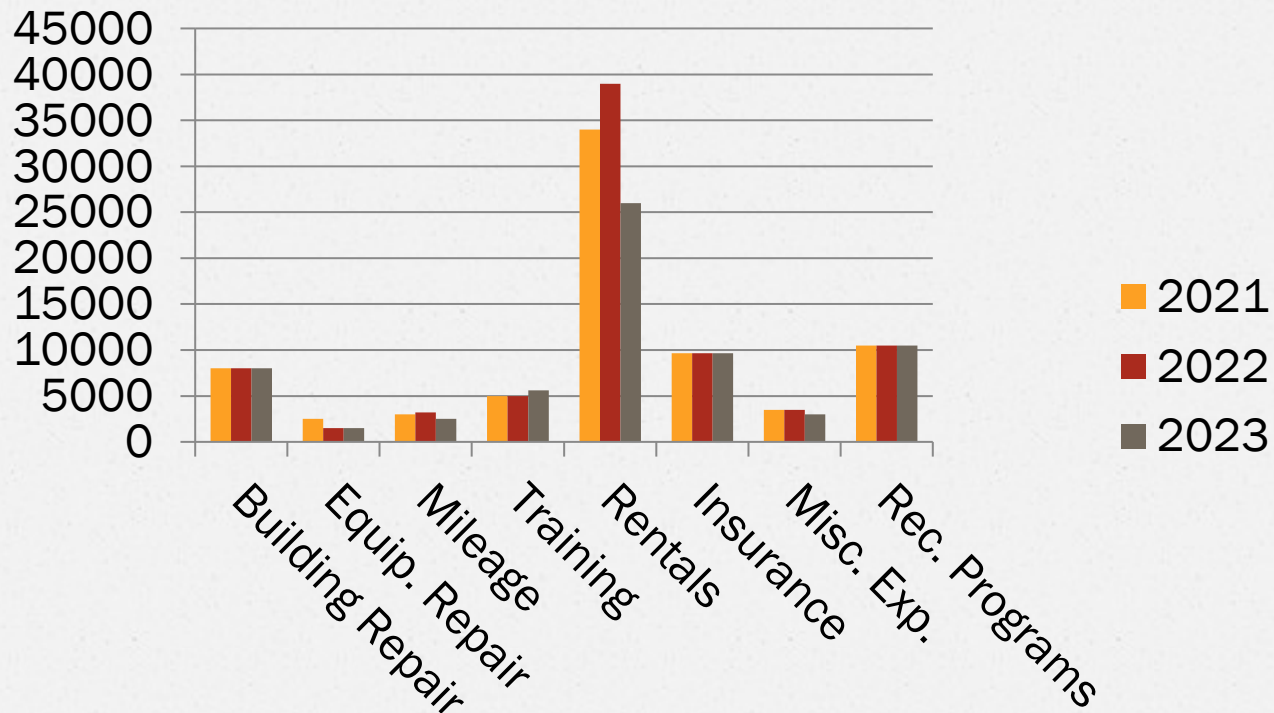
Revenue



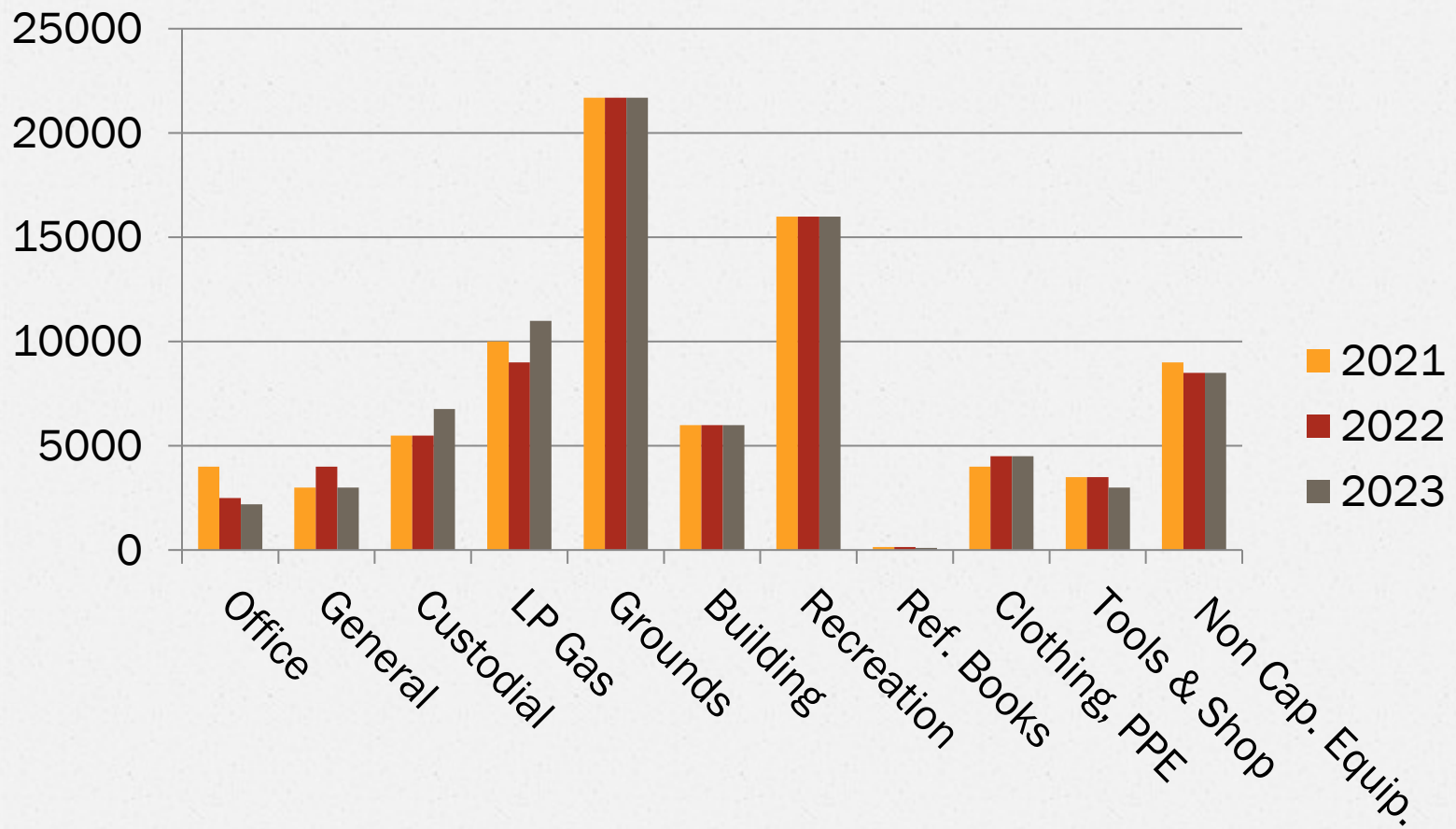
Contracted Services 1000's



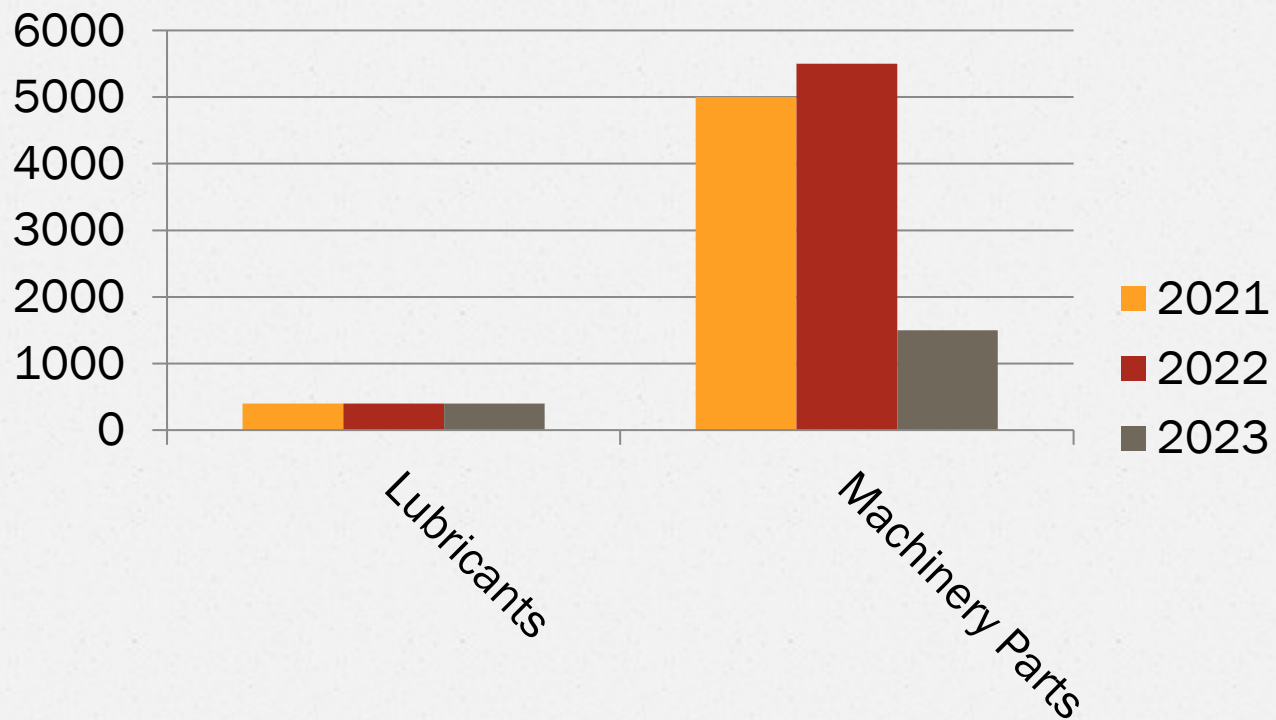
Rentals and Service Agreements



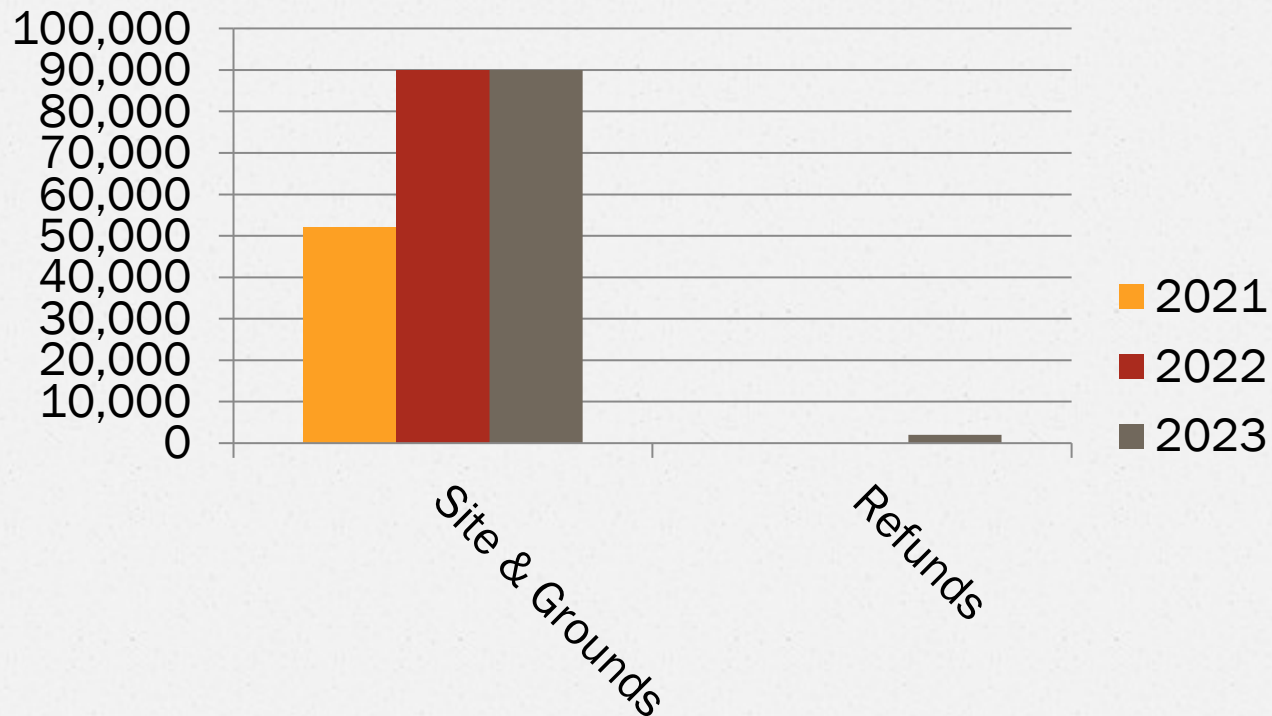
Operating Supplies



Equipment Supplies



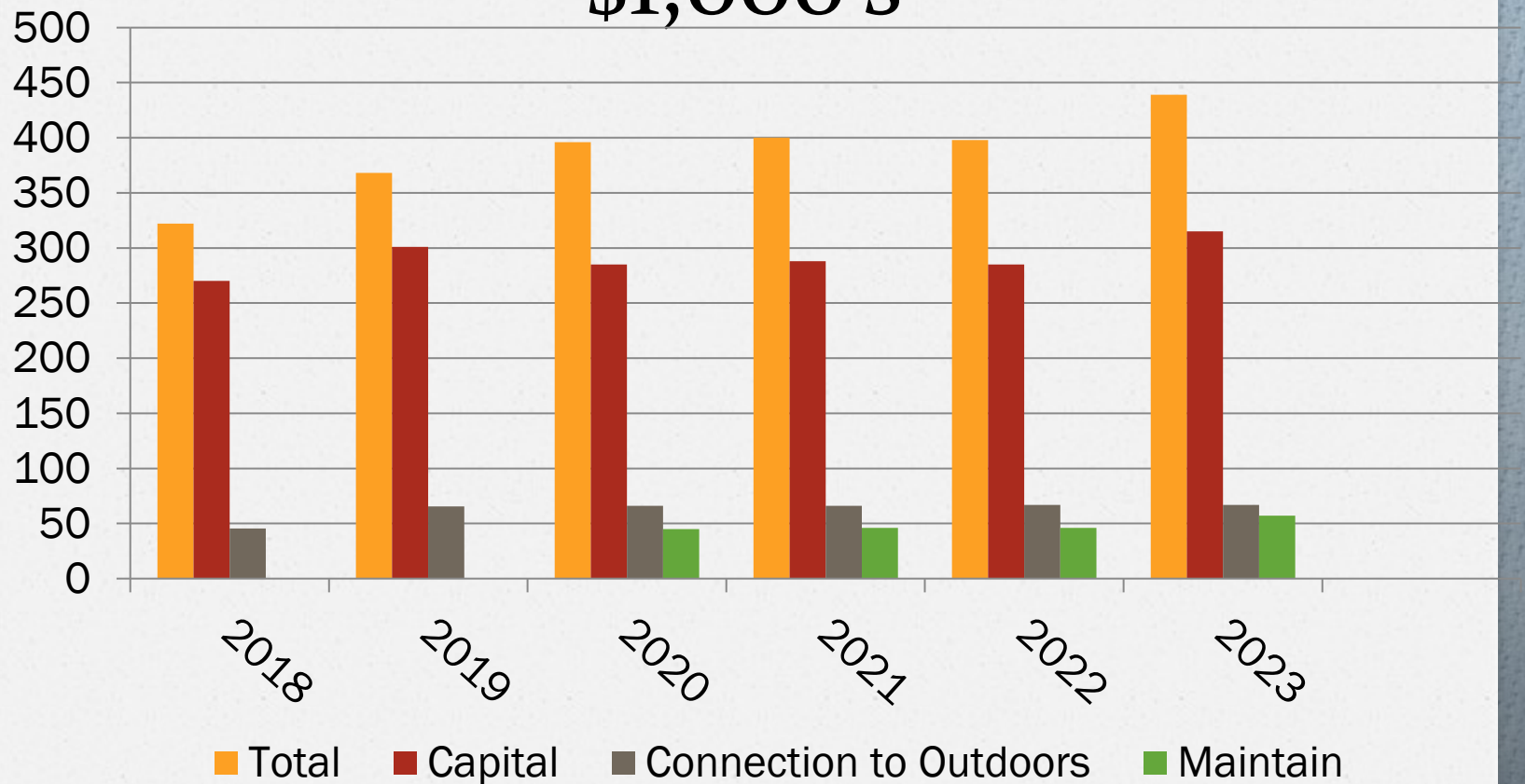
Site and Grounds Improvements





Parks and Trails Fund

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





Metropolitan Regional Park CIP

Metropolitan Regional Park Biannual CIP

