



Parks & Recreation Commission Meeting

Wednesday, January 11th, 2023

Public Works Headquarters

11360 Highway 212

Cologne, MN 55322

6:30 pm

AGENDA

- 1) Welcome and Introductions of New Members
 - a. Christine Fenner, Jenn Brewington, Reid Welch
- 2) Call to Order (6:30 p.m.)
- 3) Roll Call (6:30 p.m.)
- 4) Approval of Agenda (6:31 p.m.)
- 5) Approval of the October 19th and December 14th, 2022 Regular Meeting Minutes (6:31 p.m.)
- 6) Commissioner Liaison Report (6:32 p.m.)
- 7) Open to the Public (6:35 p.m.)
- 8) New Member Orientation Presentation (6:40 p.m.)
- 9) Old Business (7:15 p.m.)
 - a. Special Use Permit – MN Special Olympics Polar Plunge
 - b. Coney Island Site Plan
 - c. Choosing a Name for the Waterfront Service Center
- 10) Discussion (7:45 p.m.)
 - a. Draft Waterfront Service Center Operations Plan (Materials Provided at Meeting)
- 11) Staff Reports (8:05p.m.)
 - a. General Operations & Recreation Services
 - b. Maintenance and Natural Resources Operations
 - c. Administrative Update
- 12) Commission Member Reports (8:15 p.m.)
- 13) Next Meeting Date (8:25 p.m.)
 - a. February 8th, 2023
- 14) Adjourn (8:30p.m.)

Upcoming Events and Activities

- Candlelit Ski & Hayride Events: 1/28/23 & 2/25/23

If a Commission Member cannot attend the meeting, please notify the Park Office.

CARVER COUNTY



**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN 55322

Parks & Recreation Commission Meeting

Wednesday, October 19th, 2022

Public Works Headquarters

11360 Highway 212

Cologne, MN 55322

6:30 pm

MINUTES

- 1) Call to Order
 - a. G. Bruner called the meeting to order at 6:30 pm.
- 2) Roll Call
 - a. Present: Jim Boettcher, Gerry Bruner, Makiza Johnson, Scott Knight, Curt Kobilarcsik, and Mark Lagergren
 - b. Absent: Gary Van Eyll
 - c. Staff: Marty Walsh, Sam Pertz, Jake Sandvig, & Hope Mack
- 3) Approval of Agenda
 - a. Motion to approve the agenda made by M. Johnson, Seconded S. Knight Passed 6-0
- 4) Approval of the September 14th, 2022 Regular Meeting Minutes
 - a. Motion to approve the minutes by C. Kobilarcsik, Seconded J. Boettcher Passed 6-0
- 5) Commissioner Liaison Report
 - a. None
- 6) Open to the Public
 - a. None
- 7) New Business
 - a. SWRT Master Plan
 - i. Marty reviewed with the board the requirements, objectives, realignment options, and timeline of the plan. He has presented the plan to the cities of Victoria, Chaska, and Chanhassen and they have all approved it. It will next move on to the County Board and then the Met Council for their approvals.
 1. Motion to approve the plan made by M. Johnson, Seconded S. Knight Passed 6-0
- 8) Staff Reports
 - a. General Operations & Recreation Services
 - i. Sam reported that the campground season is over, the WSC groundbreaking went smoothly, about 500 people attended the Trail of Fun event, and that the interpretive planning grant for Coney Island did not get approved. He gave an update on the switching of reservation software and noted that a blackout period is planned for December.

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- b. Maintenance and Natural Resources Operations
 - i. Jake shared that piers and boat launches are being removed and winter preparations have begun. Campground improvements such as adding rock and trimming trees are being done.
 - c. Administrative Update
 - i. Marty gave an update on the soil work and testing being done at the WSC and mentioned that the asset management report is being worked on and will be presented to the board at a future meeting.
- 9) Commission Member Reports
 - a. The trail between highways 5 & 7 north of Victoria was discussed and appreciation for the boat launch repair at Lake Bavaria was given.
- 10) Next Meeting Date
 - a. November 9th, 2022
- 11) Adjourn
 - a. Motion to adjourn at 7:29 pm made by J. Boettcher, Seconded by C. Kobilarcsik Passed 6-0



**Carver
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11360 Highway 212 West, Suite 2
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Parks & Recreation Commission Meeting

Wednesday, December 14th, 2022

Public Works Headquarters

11360 Highway 212

Cologne, MN 55322

6:30 pm

MINUTES

- 1) Call to Order
 - a. G. Bruner called the meeting to order at 6:30pm.
- 2) Roll Call
 - a. Present: Gerry Bruner, Jim Boettcher, and Mark Lagergren
 - b. Absent: Makiza Johnson, Scott Knight, Curt Kobilarcsik, and Gary Van Eyll
 - c. Staff: Marty Walsh, Sam Pertz, and Hope Mack & Commissioner Tim Lynch
- 3) Approval of Agenda
 - a. A quorum was not present to conduct a vote.
- 4) Approval of the October 19th, 2022 Regular Meeting Minutes
 - a. A quorum was not present to conduct a vote.
- 5) Commissioner Liaison Report
 - a. Commissioner Lynch reported the County Board has been informed about the Asset Management Plan currently being drafted. He also congratulated the outgoing Commission members and thanked them for their years of service.
- 6) Open to the Public
 - a. None
- 7) Visitor Presentation: Regional Park Visitor Use, Darcie Vandegrift, Metropolitan Council
 - a. Darcie shared information about the survey that was conducted in 2021 to show visitor satisfaction, suggested improvements, patron demographics, and new visitor statistics. Most information was in summary form, but detailed Carver County results can be provided.
- 8) Consent Item
 - a. Special Use Permit – MN Special Olympics Polar Plunge
 - i. As a quorum was not present, this item will be moved on to the County Board without Park Commission approval.
- 9) New Business
 - a. Coney Island Site Plan
 - i. Sam Pertz reviewed the site plan, suggested amenities, and associated costs. This item will be brought back to the Park Commission for recommendation of approval.
 - b. Choosing a Name for the Waterfront Service Center
 - i. Marty Walsh stated that the County Board asked for the Park Commission to choose an approach to naming the building. The board reviewed the options and provided feedback. This item will be brought back to the Park Commission for further discussion.

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10) Discussion

- a. Asset Management CIP Report
 - i. The Parks Dept. has been working with HKGi to inventory, evaluate, and create a plan for asset management. Marty shared their findings and recommendations.

11) Staff Reports

- a. General Operations & Recreation Services
 - i. Winter Outdoor Recreation Services & Operations Plan
 - 1. Sam Pertz & Jacob Sandvig provided an overview of services that will be provided for the winter season. These include rentals, programs, and trail/sledding hill maintenance.
- b. Maintenance and Natural Resources Operations
- c. Administrative Update
 - i. Waterfront Service Center
 - 1. Marty Walsh shared that work has been delayed due to the time frame of obtaining the required permits. Bird safe window glazing options were viewed and discussed.

12) Recognition of Outgoing Park Commission Members

- a. Gerry Bruner, Jim Boettcher, and Gary Van Eyll's terms will end on 12/31/22. Their contributions over many years on the commission have been instrumental to providing high quality services and amenities to park patrons.

13) Commission Member Reports

- a. The outgoing commission members were congratulated. In turn, they stated their years on the commission were extremely rewarding and they are proud of the accomplishments they have taken part in.

14) Next Meeting Date

- a. January 11th, 2023

15) Adjourn

- a. No motion was acted upon. The meeting adjourned at 8:35pm.

Upcoming Events and Activities

- Winter rentals begin 1/6/23
- Candlelit Ski & Hayride Events: 1/28/23 & 2/25/23



**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 – Special Olympics Minnesota
DATE: December 8, 2022

This memorandum outlines the pertinent details for review and recommendation for issuance of a Special Event Use Permit to Special Olympics Minnesota. The permit allows for a community fundraiser event by way of a polar plunge event to occur from the park property of Lake Waconia Regional Park, including lake/ice surface area.

Special Olympics Minnesota

- **Date:** Friday & Saturday February 10th & 11th, 2023 (No inclement weather day planned)
 - 10th is a site preparation day, 11th is the event.
 - On-site event staff presence will be 7am – 6pm on both dates.
- **Where:** Lake Waconia Regional Park, 8170 Paradise Ln.
- **What:** Community fundraiser, polar plunge (jumping into a hole in ice)
- **Attendance:** At least 500 participants are anticipated.
- **Impact on Park Area:** The event will mostly function on the beach and adjacent area of the lake (see site map). On the event date the available parking will be largely consumed by event participants. A hole will be cut in the lake on the 10th, utilized during the event, and post-event maintained for safety until the conditions of the open area have refrozen and restored a safe condition.
- **Required Permit Items Obtained & Reviewed:** Yes, process underway.
 - Outstanding items are the liability insurance policy covering event (renewed in January), verification of required City of Waconia and County Sheriff Office permit(s), and related items with any food service vendors hired.
- **Significant Elements/Items of Attention:** With the nature of the event, cutting a hole in the ice brings an increased level of risk. Additionally winter activities/events are subject to snow & ice impacts on roadways, walkways, parking areas, and in general park grounds. Often these conditions increase user safety concerns. Department Maintenance will, as has been the approach in past years, be responsible for snow & ice removal on walking areas/trails, parking lots, and other key areas within the event operational area.
- **Permit Fees:** Applicable fees per the 2022 County Fee Schedule special event use permit application.
- **Years with County Issued Use Permit:** This is the third year the organization has requested a SUP.
- **Staff Notes:** This event has operated with good success and in general little items of negative impact to the park grounds or County property. The close coordination for this event with the County Sheriff Office continues to be a key component to facilitating a safe 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 for a polar plunge at Lake Waconia Regional Park on February 11th, 2023, contingent upon receipt of any necessary permits from the City of Waconia and County Sheriff Office, execution of the use permit, and payment for all issued fees.

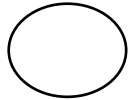
CARVER COUNTY



Tents



Plunge Hole



Bear

Snow Fencing



Food Truck



Tent Doors



Small Bleachers



Power

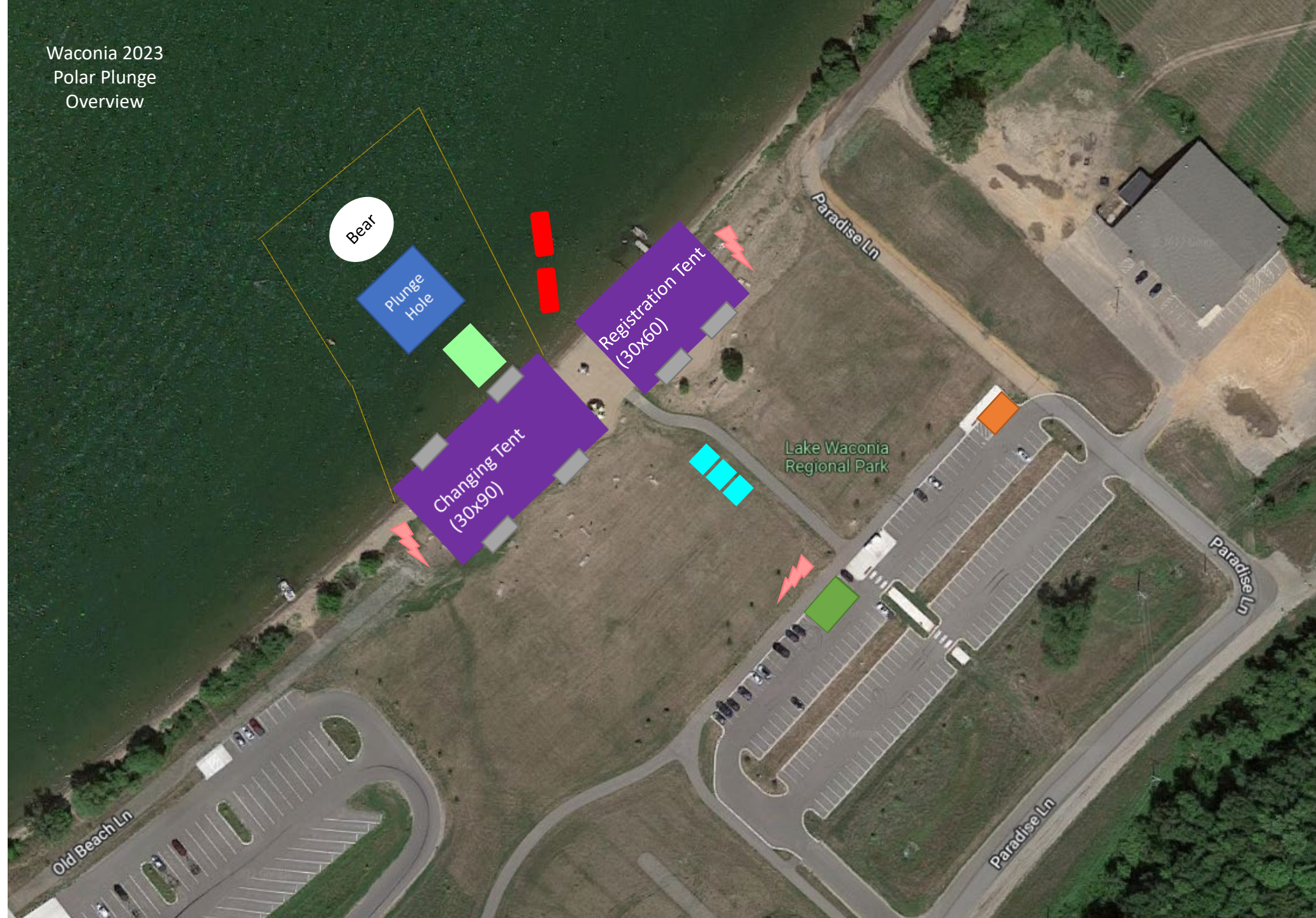


Dumpster

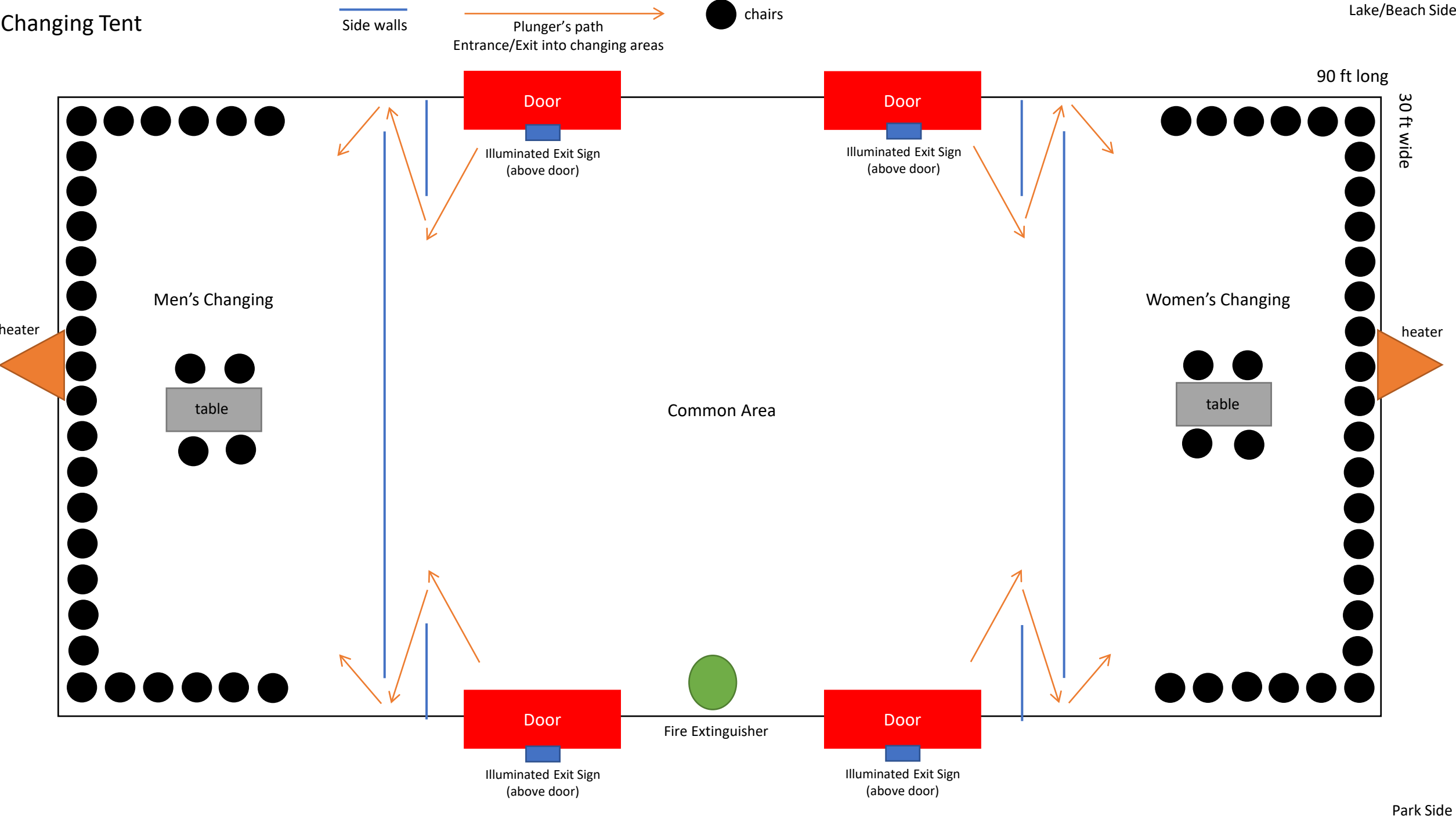


Restrooms

Tunnel



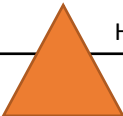
Changing Tent



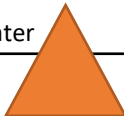
Registration Tent

Lake/Beach Side

 Volunteers



Heater



Heater

60 ft long

30 ft wide



Incentive Area

Merchandise Area



Check-in Area



Door

Illuminated Exit Sign
(above door)



Fire Extinguisher



Door

Illuminated Exit Sign
(above door)

Park Side



**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: Draft Coney Island Site Development Plan
DATE: November 3, 2022

This memo outlines the information reflected in the draft site improvement plan and preliminary cost estimate for each amenity included in the packet.

The site improvements of group camping, group fire pit area, playground, entrance/site signage, on-site storage/building, and additional watercraft docking units are consistent with the master plan.

Staff continue to be interested in ways the site can attract and retain safe and respectful use. With Phase I work establishing trails and suitable use areas, future work on the site could be considered for improvements of other recreational amenities. This plan and estimated costs related to each improvement will help inform decisions moving forward.

Considerations when developing the site plan were primarily to capitalize on existing infrastructure/investment, factor historical context (if applicable), recognize current and successful use patterns, and arrange future amenities in a way that attract increased use.

With the existing trail aligned north-south from the access point on the south shore, connections to/from are shown to the playground, tent pads, and group firepit area. The location of the playground is shown near the east edge of the green space as it preserves the view from this area back to downtown Waconia which provides a connection to past photos in history, but also is inviting for lake users that might not be aware of the opportunity.

The master plan reflects a permanent building on the east end of the site. With no funding source identified and maintenance operations relying on some equipment (UTV, mower) to be stationed on site during the summer season, staff have interest in installing a metal storage container in the interim. That location is envisioned to be where a future building could be constructed.

In reviewing the estimated cost, what is not shown in these amounts are costs related to required archeology work. While extensive archeology has been performed on this portion of the larger site, by law it is required to have archeology monitoring provided when disturbance to anything at/below grade. Additional archeology might be considered, or required, beyond monitoring and would be better understood as construction documents are prepared and a full understanding of site impacts is identified.

Further, the cost related to mobilization accounts for transportation to/from the island. With the County's ownership of a maintenance barge, this efficiency would be offered to the contractor and might reduce this cost. Regarding the playground facility, the cost of the play equipment itself is reflected at \$75,000. This is a budgetary figure, meaning the scope & design of the playground is not determined at this time. After further

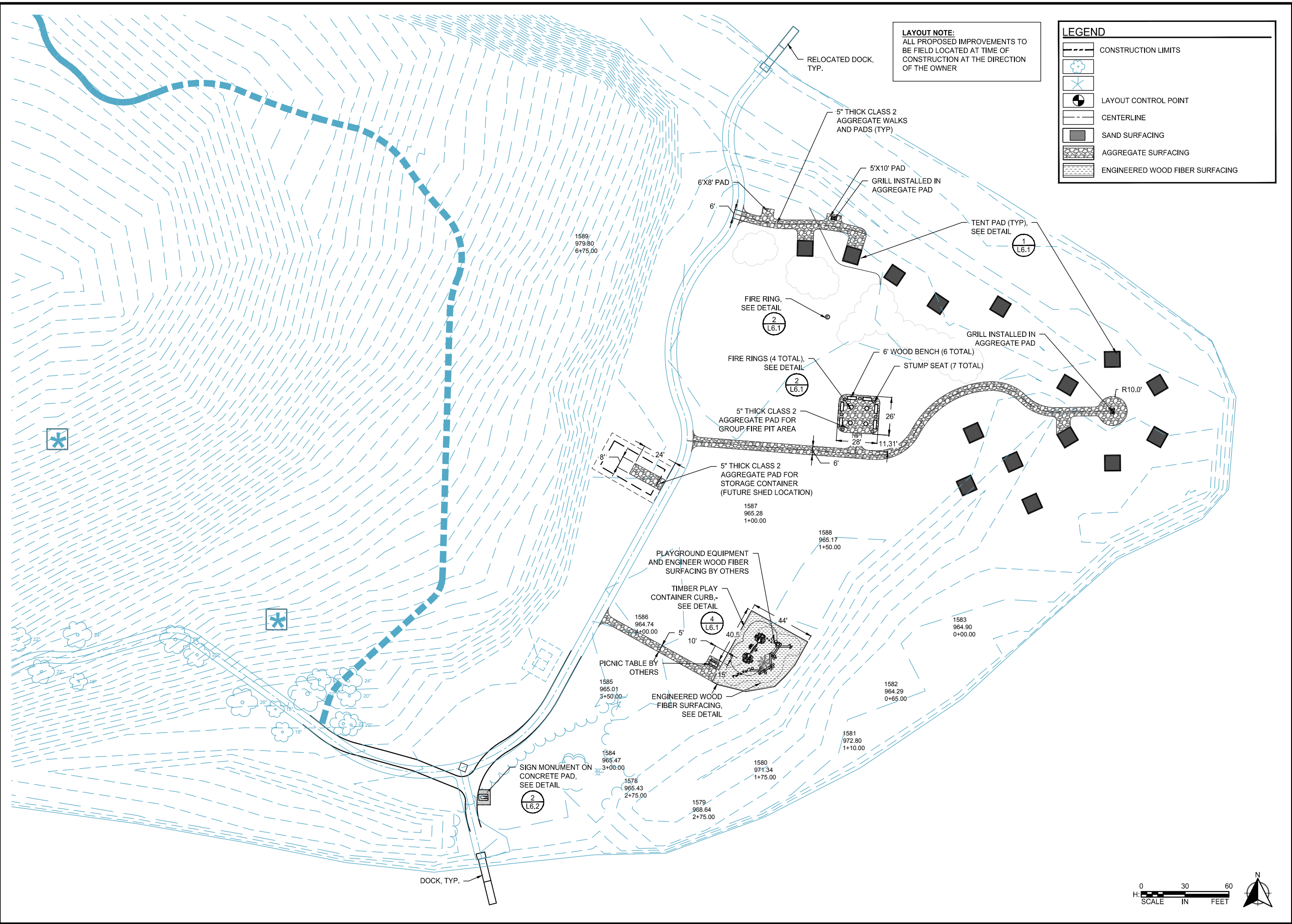
planning, that amount could increase or decrease depending on the outcomes. In addition, the cost shown does not include any soft costs of planning/design/public engagement.

Lastly, the cost shown for the monument signage structure is not finalized. This improvement item is currently under full design and construction documentation planning, including more accurate cost analysis.

Recommendation: It is requested of the Park Commission recommend approval of the Coney Island of the West Site Plan to the County Board of Commissioners.



CARVER COUNTY





SCALE: DESIGN BY:
PLAN BY: CHECK BY:

REVISIONS	
NO.	DATE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

CANDACE AMBERG
DATE: 08-01-2022 LIC. NO. XXXXX

SITE PLAN ENLARGEMENT

CONEY ISLAND SITE DEVELOPMENT
CARVER COUNTY

CLIENT PROJECT NO. XXXXXX
WSB PROJECT NO. 020633-000
SHEET L3.1

ESTIMATE OF PROBABLE COSTS

No.	Item	Units	Quantity	Unit Price	Total Price
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BASE BID

1 GENERAL CONSTRUCTION

A	MOBILIZATION	LS	1	\$36,000.00	\$36,000.00
B	SELECT CLEARING AND GRUBBING	ACRE	0.25	\$10,000.00	\$2,500.00
C	EXCAVATION - COMMON (P)	LS	1	\$15,000.00	\$15,000.00
	SUBTOTAL				\$53,500.00

2 PLAYGROUND

A	6' WIDE AGGREGATE TRAIL	LF	90	\$30.00	\$2,700.00
B	ENGINEERED WOOD FIBER SURFACING (P)	CY	2,000	\$4.00	\$8,000.00
C	12" HIGH TIMBER BORDER	LF	185	\$50.00	\$9,250.00
D	PLAYGROUND EQUIPMENT (BUDGET)	LS	1	\$75,000.00	\$75,000.00
	SUBTOTAL				\$94,950.00

3 CAMPSITE AMENITIES

A	10'X10' TENT PAD	EACH	15	\$2,300.00	\$34,500.00
B	6' WIDE AGGREGATE TRAIL	LF	315	\$30.00	\$9,450.00
C	AGGREGATE GROUP FIRE PAD	CY	10	\$200.00	\$2,000.00
D	BENCHES	EACH	6	\$2,000.00	\$12,000.00
E	GRILL	EACH	2	\$1,600.00	\$3,200.00
F	FIRE RING	EACH	5	\$1,200.00	\$6,000.00
G	STUMP / BOULDER SEAT	EACH	7	\$500.00	\$3,500.00
	SUBTOTAL				\$70,650.00

4 MISC. SITE AMENITIES

A	SIGN STRUCTURE	EACH	1	\$35,000.00	\$35,000.00
B	AGGREGATE STORAGE CONTAINER PAD	CY	200	\$200.00	\$40,000.00
C	SUBTOTAL				\$75,000.00

5 EROSION CONTROL

A	STABILIZED CONSTRUCTION EXIT	LS	1	\$3,000.00	\$3,000.00
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ESTIMATE OF PROBABLE COSTS

No.	Item	Units	Quantity	Unit Price	Total Price
B	SEDIMENT CONTROL WOOD FIBER LOG	LF	60	\$4.00	\$240.00
C	RAPID STABILIZATION	ACRE	0.50	\$10,000.00	\$5,000.00
SUBTOTAL					\$8,240.00

TOTAL BASE BID SCHEDULE	\$302,340.00
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CONTINGENCY (15%)	\$45,351.00
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PROJECT TOTAL	\$347,691.00
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No.	Item	Units	Quantity	Unit Price	Total Price
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ALTERNATE BID

A	15'X15' TENT PAD	EACH	15	\$3,500.00	\$52,500.00
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**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: Choosing a Name for the Waterfront Service Center
DATE: December 9th, 2022

County Board and Administration has asked that a name be selected for the waterfront service center building at Lake Waconia Regional Park.

Background

The title of waterfront service center was created with the application for state bond funds. It was meant to help describe that the building would be more than a picnic pavilion, offering additional services and be near the shoreline. It was not meant to be the actual name of the building.

There are several ways which the Park Commission could recommend a name or a process to name a building. Below are examples:

1. A few years back, the Park Commission created an internal criterion for naming park facilities. The criteria were used to rename our picnic shelters at Minnewashta Regional Park, going from just a number as the name i.e. #1, #2..., to selecting names for the shelters based on the nearby landscape. This internal process would be a direct recommendation from the Park Commission to the County Board. Suggested criteria included:
 - Name of private donor
 - Historical significance
 - Environmental feature
 - Applicable theme/genre
 - Cultural significance
2. Another approach would be to engage with the public about a name for the building. A process with some guidelines would be developed and names for the building publicly solicited. Park Commission and county staff could then narrow down the list of names to the top few and reengage with the public to better determine public support for optional names. The names would be evaluated by the Park Commission, and a recommendation sent to the County Board for consideration.
3. A third approach that has been suggested is to determine the marketability of selling naming rights of the building as a way of generating revenue. If the Park Commission is interested in this approach, staff would need to do further work to understand the viability and value of selling naming rights.

Recommendation: It is requested that the Park Commission discuss the above approaches, consider other possibilities for selecting a name for the new building, provide staff with a direction on a naming process, and/or to obtain additional information.

CARVER COUNTY



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Parks**

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Cologne, MN 55322

MEMO

TO: Members of the Park Commission
CC: Marty Walsh, Parks & Recreation Director
FROM: Sam Pertz, Parks & Trails Supervisor
SUBJECT: Waterfront Service Center Operations Planning - Draft
DATE: 1/5/23

With the Waterfront Service Center project under construction, staff are preparing an operations plan for the facility that covers maintenance responsibilities, public access/use, equipment rental services, general items related to building security, office & lobby hours, a recommended staffing model, etc.

A presentation will be given to the Commission as a way of gaining input and comments for the current draft plan as staff look to bring this item to the County Board at the February work session meeting.

Materials to be provided at the time of the meeting.

Recommendation: Staff are not seeking a recommendation currently. The presentation is intended to open conversation about the draft plan & related details with Commission members.

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