



CARVER COUNTY PARKS

11360 Highway 212 West, Suite #2
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Division of Public Works

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Park Commission

Meeting Wednesday, February 11, 2015

6:30 Regular Meeting
Carver County Public Works
11360 Hwy 212, Cologne, MN 55322

Agenda

- 1) Call Meeting to Order, Roll Call (6:30 p.m.)
- 2) Election of Officers, Chair and Vice Chair (6:31p.m.)
- 3) Approval of the January 7, 2015 Regular Meeting Minutes (6:43 p.m.)
- 4) Additions or Deletions to the Agenda (6:44 p.m.)
- 5) Approval of Agenda (6:44 p.m.)
- 6) Commissioner Liaison Report (6:45 p.m.)
- 7) Open to the Public (6:47 p.m.)
- 8) New Member and Existing Member Orientation and Review of Carver County Regional Parks System (6:50p.m.)
- 9) Discussion (7:05 p.m.)
 - a. Water quality testing at County Operated Beaches
 - b. Park Land Preservation Draft Policy
 - c. Lake Waconia Regional Park –Future Planning
- 10) Staff Reports (8:15 p.m.)
 - a. Park Benefit Awareness Program – Did You Know
 - b. 2014 Goals and Objectives
 - c. Aquatic Invasive Species 2015 Program
 - d. MN River Bluffs Regional Trail
 - e. LWP Boat Access
 - f. Events and Activities
- 11) Commission Member Reports (8:35 p.m.)
- 12) Set Next Meeting Date (8:40 p.m.) – Proposed date March 11th
- 13) Adjourn Meeting (8:45 p.m.)

Please note if a Commission Member cannot attend the meeting, please call the Park Office at 466 – 5250.

Draft Meeting Minutes January 7, 2015

Members Present: Carroll Aasen, Ron Trick, Tom Hermann, Gerald Bruner, Jim Boettcher, Curt Kobilarcsik and Commissioner Lynch

Staff Present: Marty Walsh, Sam Pertz, Connie Keller

Call to Order: Bruner, called the meeting to order at **(6:30p.m.)**

New Park Commissioner Introduction (6:30 p.m.)

Welcome and introduction of the newest Park Commission member Mr. Kobilarcsik

Approval of Minutes: **(6:35p.m.)**

Boettcher motioned to approve the minutes of the December 10, 2014 regular meeting minutes. Aasen seconded the motion.
Motion passed 6 to 0.

Additions/Deletions to the Agenda: **(6:36p.m.)**

None

Approval of Agenda: **(6:36p.m.)**

Trick motioned to approve meeting agenda, Aasen seconded the motion.
Motion passed 6 to 0.

Commissioner Liaison Report: **(6:36p.m.)**

Commented on the Snowmobile Association event at Lake Waconia Park that will be taking place in January and the Lions Club wild game feed at the event center in January also.

Open to the Public: **(6:38 p.m.)**

Public Present

Joe Schneider and Tim Kraft attended to listen and comment on the AIS portion of business.

Charlie Sawdey from Carver County Public Health & Environment Division

Doug Parkinson - attended to comment on the Draft Land Protection Policy and provided an update on the progress on the water and sewer questions for the Park Side Church property.

Old Business: **(6:40p.m.)**

A. Aquatic Invasive Species 2015 Program

Staff presented to the Park Commission a PowerPoint presentation on the different options outlined in the memo that was received with their agenda packet and that were discussed at the December Park Commission meeting.

Also covered in the presentation was that positions for summer AIS inspector jobs has been posted, grant program to LGU's, new information on rapid response for Zebra Mussels, information on the decontamination unit application and other funding.

Staff also reviewed the base level of service for 2013/2014 and the cost of those services. Reviewed were the 2014 AIS Prevention Aid funds that did not get used and what staff would like to be done with those funds in 2015 which include scheduling software, developing signage system across the county, technology improvements, inspection awareness items ,AIS coordinator and water testing.

Staff reviewed with the Park Commission the three options that they designed at the December meeting. Also reviewed the homeowners representatives option and the staff option. They reviewed each scenario with costs, pros and cons of each option.

Discussion was had on the cost of the Christmas Lake treatment and where the funds came from, Mr. Schneider explained to the Park Commission where those funds came from and the process of the treatment.

Mr. Schneider also stated that the County should spend money upfront for booms that would be needed for a rapid response to quarantine an area of the lake.

Staff also discussed the pros and cons of having a decontamination unit, placement of the unit and hours of operation if the County is to acquire a unit for the 2015 season.

Discussion was had on the five different options presented. The consensus was that the majority of the Park Commission members and public present like the Staff Option presented but adding language for the grant program funds and spending money on equipment/supplies for rapid response.

Staff stated that they will bring option five to the Board at the end of January. Staff will report back to Park Commission on Board direction.

Question or Comments:

Mr. Kraft had commented that the HOA would like to see the County absorb the cost for Lake Bavaria inspections, but if those funds are not available then the HOA will likely come up with the funds to keep the 2015 AIS services at Lake Bavaria.

Mr. Sawday commented that in the application process that was made for the decontamination unit, it was stated that a trailer tag service would be provided with the unit.

Bruner asked why is the AIS Coordinator wage so high; Staff explained the steps to get to the numbers presented.

Bruner voiced his concerns on the spending of money for inspections and not treating the lakes, discussion ensued.

No other comments or questions

Discussion (7:55 p.m.)

A. Park Land Preservation Draft Policy

Staff reviewed the Park Land Preservation Draft Policy that was presented at the December meeting. Staff highlighted some of the bulleted points on the draft policy and gave examples for those bulleted items on the policy.

Discussion was had on these examples and how it would affect the parks, what would be allowed and if the funding resource for parks would dictate how we go forward with the policy and language in the policy.

Staff stated that they did meet with the church and the consulting engineer, and looked at both proposed utility alignments and systems. Staff asked for more survey data and where exactly the pipes would go on the park property. Discussion was had on the impact on the property and reviewed the potential alignments.

Staff will continue refining the draft policy and bring back to Park Commission.

Question and comments

Boettcher asked does the park meet the minimum standards for size; Staff stated that a regional park standard is 100 acres, for a park reserve it is 500 acres, and trails have other criteria.

Aasen wanted to know if we could put in the language about the quality of materials that are used; Staff responded language to address materials could be included in policy language. The current language addresses Metropolitan Council needs.

Kobilarcsik - Commented that he is interested in the implantation process.

Aasen – should language in the policy state agency instead of Met Council; Staff stated that is a good point, something to be considered will have to go back to see what the funding sources are.

Mr. Parkinson stated that this information is nice to have and makes us easier to answer the questions.

No other questions or comments

Staff Reports: (8:26 p.m.)

A. Trails Cost Participation Policy for Standalone Trails

Staff updated the Park Commission on the Trails Cost Participation Policy and the status; staff stated that it had got hung up in the Land and Water services so it was tabled until December because of inconsistency in the policy language; there was confusion with some of the members who wanted additional language and clarification on trail locations.

Staff stated that added text was included in policy to clarify the trail alignment.

No other Comments or Questions

B. MN River Bluffs Regional Trail

Staff updated the Park Commission on the progress of the MN River Bluffs Trail. It is hung up due to a small parcel of property on the corridor that the Carver County Regional Railroad Authority /Carver County does not have clear title to, so we went to the County Board to condemn the property so they can move forward with plan. To do this there is a process of going through eminent domain. We are unable to bid the project until we have this process over.

There are other parcels that the fish and wildlife serves owns and we will have to enter into a JPA with them on these parcels.

Staff stated hopefully we will start construction this fall.

No Questions and Comments

C. Lake Waconia Boat Access

Staff updates the Park Commission on the boat access with the DNR. Staff reviewed the Cooperative Agreement with the DNR stating that this document sets the frame work for the sale and construction of the project.

Staff stated that this is a win-win situation for the parks and the DNR.

Staff stated that we will take this to the Board in February, with a possible purchase of property later this year. Work still needs to be worked out with the JPA and planning process.

Comments or Questions:

Boettcher asked how many trailer spots available, Staff stated 40 spots.

Lynch asked what the timeframe was for starting construction; Staff stated possible 2017/2018 but no absolute on these dates.

Mr. Parkinson asked if the access to the park would change; Staff said that the public water access will not change the road way alignment, but at some time in the future a new alignment for the Church could be considered consistent with the Park Master plan. .

No other questions or comments

E. Events and Activities

Staff stated that the first candlelit ski for Baylor this weekend was cancelled due to the lack of snow and rescheduled for later this winter.

Snow Runners event at Lake Waconia Park in January.

New relationship with Ridgeview Medical and their families coming to the parks to snowshoe and ski.

This weekend we have a partnership with City of Chanhassen for a beginner snowshoe event.

The new Jessica Fenn, Recreation and Volunteer Specialist, has been working hard to get programs set-up for the 2015 season.

No comments or questions

Commission Member Reports: (8:44 p.m.)

None

Next Meeting Date: (8:44 p.m.)

Next meeting will be on February 11th, 2015 at 6:30pm meeting at Public Works Building in Cologne

Adjourn Meeting: (8:45 p.m.)

Trick motioned to adjourn the meeting, Hermann seconded the motion. Motion passed 6 to 0.



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Memo

To: Members of the Carver County Park Commission
Cc: Martin Walsh
From: Sam Pertz
Date: 2/6/2015
Re: Water Monitoring/Testing Program – Regional Park, Beach Facilities

This memorandum is constructed as communication pertaining to staff work in the development of a water testing program for the beach facilities within the county regional park system.

Currently, the Parks Department does not conduct water testing. Park staff is continuously aware of local and regional water quality issues at other beach locations. In past, staff has been contacted by the Minnesota Department of Health to inform staff of water quality concerns, which has resulted in temporarily closed beach facilities.

Other park agencies utilize a water testing program to help guide the operation of the beach facilities throughout the summer months. Staff will be collecting information and examples from those agencies to help shape the water testing program ultimately used. Protocol will be established and outlined in the program such as: frequency of testing & testing days; contaminant thresholds; sampling method; samples per beach; indicator organisms (E.coli etc.); lab analysis methods; facility closure & reopen to name a few.

Some items to note for your awareness are as follows:

- Program will establish baseline – testing results to help guide operations from season-to-season
- Operation expectations for beach areas – the program might result in closure of the beach areas from time to time
- Public demand – park/beach users are accustomed to this service with other agencies
- Cost – associated costs are included in the 2015 budget

The 2015 summer season could be considered a pilot year for the program. Deficiencies in the program could be identified, ironed out and readdressed for the 2016 beach season.

Staff will provide a more detailed report & look to generate conversation around the topic at an upcoming Park Commission meeting.

Recommendation:

No action is requested at this time.



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Memo

TO: Members of the Parks Commission

FROM: Marty Walsh, Parks Director

SUBJECT: Land Protection Policy

DATE: February 6, 2015

The Park Commission has met in December 2014 and January 2015 at their regular scheduled meetings to discuss Land Protection Policy language. The policy continues in a draft form. At the January 7th, 2015 Park Commission meeting it was noted that an implementation process should accompany the policy language.

For the Commission's consideration, below is language that works to clarify the type of permitting that can be achieved administratively by Parks Department Staff and permitting requiring involvement of the Park Commission and County Board. The language is patterned after existing permitting language in County Code.

Parks Permitting

Administrative Permitting

County Code Title IX, Under General Regulations, Chapter 91, Parks and Recreation. The Department is issued the authority to permit the following:

- Camping – Camping at designated camping areas
- Vehicle Permits- Park entrance Fees
- Special Use Permits- Public meetings, assemblies, entertainment, parades, demonstrations, other recreational events/ activities for which a park or trail area has not been planned or promoted
- Access permits overland which do not require grading or disturbance of ground cover (This is not currently in County Code)

The Department reserves the right to defer any use permit approval to the County Board.

Board Authorized Permitting

Upon review by the Park Commission, the County Board can issue a permit/lease/agreement for the following types of activities: (This is not currently in County Code)

Grading, excavation, boring, agriculture,
Installation of utilities, warning sirens, cell phone towers,
Installation of a structure, pole, apparatus that is not property of Carver County

1) Plans and/or application are reviewed by the Park Commission, approval considered by the County Board. Approval conditioned on obtaining proper permits as may be required from other authorities. The County can only issue the permit if relevant material is provided to sufficiently satisfy the County Board. If the application is denied, the applicant shall be notified in writing of the reasons for denial.

(2) An application is submitted, in a format determined by the Department that may include the following: a plan illustrating the location of the project in relation to the park boundary, structures, equipment, parking areas natural features of vegetation, wetland; sediment control, final grading, turf establishment and drainage design. The application would typically include a letter and/or attachments giving an in depth description of the proposed project. The application should address parts of the operation that may have an adverse impact on the environment, pose a risk to the public or that may impact neighboring property owners and methods for mitigation of any adverse factors.

(3) The Department has the authority to require plans that are prepared by a registered professional engineer or other professional, hired by the applicant, for work that is substantial or work typically addressed by professional service providers.

(4) The Department has the authority to charge back to the applicant professional services fees which are needed to review the applicant's plans.

(5) The Department may require a performance security (surety) and/or a liability insurance certificate for projects having a significant restoration component, the potential to be a risk if not completed in a timely manner, or for unusual public health, safety and welfare risks. For the purposes of this section, restoration/risk shall be those activities that: include an improvement open and accessible to the general public. The decision regarding sureties and insurance would be subsequent to consultation with the County Risk Manager and/or a County Attorney.

(6) The Park Commission and or County Board may undertake a review to determine if there is a loss of or encumbrance of property which would negatively affect County property. Such finding would be reviewed by a third party for to determine if compensation would be due to the County. Applicant would be subject to fees for service provided by a reviewing party.

(6) The Board Authorized Permit shall clearly state the conditions, if any, upon which it is issued.

(6) Any permit issued under this section is issued to the applicant for the identified area named in the permit only. The Department has the authority to revoke and enforce the permit.

Recommendation

The above language is provided for discussion purposes, a recommendation is not requested at this time.



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Memo

TO: Members of the Park Commission

FROM: Marty Walsh, Parks Director

SUBJECT: Park Planning for Lake Waconia Regional Park

DATE: February 4, 2015

Background

Acquisition Master Plan for Lake Waconia Regional Park was completed in 1995. The plan defined the boundaries of the park and discussed recreational activities which would be supported.

A second plan, the Development Master Plan created in 2001, reaffirmed the boundaries of the park, provided greater detail to the orientation and relationship of recreation facilities to one another and to natural resource areas of the park. Facility descriptions were developed, ecological stewardship described for forest prairie and wetlands.

County Road 30 and TH 5 were realigned during the years of 2003-2006 to create a large contiguous piece of property on the shore of Lake Waconia; a new beach area was constructed in 2004. The last parcel of property identified in the acquisition master plan was acquired in 2013. Work is underway to facilitate the eventual construction of the public water access in partnership with the DNR.

Outdated playground equipment, poor restroom/change house building and picnic facilities, little additional development restricts user satisfaction and enjoyment of the park. Redevelopment of the park is needed to fulfill the planned vision of the park and meet expectations of the public.

New demands for additional land development around the park are causing the need to plan regional and local utility services in or near areas of the park which will have an effect on the park.

Proposal

A process advancing the development of Lake Waconia Regional Park is required to fulfill the vision of the park, address current park deficiencies, plan for new recreation opportunities and consider outside influences on the park.

A proposed outline of a process is listed below for discussion purposes. The aim is to create and move forward with a unified approach for achieving vision of the park. This work is recommended to be followed in close order with preliminary work to create a Phase I Construction Plan.

Lake Waconia Regional Park Unified Vision and Implementation Outline

- 1) Engagement of County Board and Park Commission, Feb-April (County Staff)
 - a. Review role of the regional park system and regional parks
 - b. Review Lake Waconia Regional Park Master Plan
 - i. Review proposed facilities and areas
 - ii. Consider changes since the creation of the plan
 - iii. Should there be additional considerations or changes
 1. Adjustment to new trends or opportunities
 - c. Discuss overall vision or expectations of the park
 - d. Determine planning budget
 - e. Continuous involvement of Board and Commission through the process, regular check-ins at key points
 - f. Take field trip(s) to newly constructed regional parks
 - g. Determine public engagement process
- 2) Develop public participation process Feb-April (Board, Commission, Staff)
 - a. Examples
 - i. Park Commission
 - ii. Citizen stake holder, agencies or other representatives
 - iii. Public Open House
 - iv. Public meetings
 - b. Engage public and agency participants
- 3) Develop revised concept plans May- August (Professional Design Consultant)
 - a. Develop request for proposal or solicit proposals from short list of consultants
 - b. Discuss if there is a desire to have an overarching theme or principal, architectural style, suburban/rural/natural feel or particular focus that is to be carried out through the park
 - c. Developed in greater detail functional and aesthetic spaces, show how spaces will be utilized and relate to each other and are they consistent with any overarching theme
 - i. Create some options
 - d. Public participants brought on board and engaged with staff, consultant, Commission, Board
- 4) Transition from conceptual plans to site plans August- December (Professional Design and Engineering)
 - a. Continue with public engagement
 - b. Determine budget
 - c. Hire civil engineering and architectural consultants
 - d. Apply civil engineering principles to refine site plans
 - i. Drainage, utilities, roads, parking
 - e. Apply Architectural design to buildings
 - i. Consider how the building fits and functions on the site, view to and from building, and the space needed to create an aesthetic environment around the structure
 - f. Develop preliminary cost estimates
- 5) Transition from Site Plans to Preliminary Construction Documents, December- March 2016 (Professional Design and Engineering)
 - a. Determine Phase 1 development program
 - b. Determine Phase 1 development budget
- 6) Create Final plans and Specifications for Improvements
 - a. Goal – Bid Lake Waconia Regional Park Phase I Development Project 2017-2018

Recommendation:

The above outline is for discussion purposes, a recommendation is not requested at this time