



CARVER COUNTY PARKS

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Division of Public Works

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Park Commission

Meeting Wednesday, March 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 February 11, 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 Business (7:05 p.m.)
 - a. Draft Park Land Preservation Policy & Permit Application Procedure
 - b. Lake Waconia Regional Park –Future Planning, Information Provided at Meeting
- 9) New Member and Existing Member Orientation and Review of Carver County Regional Parks System (8:00 p.m.)
- 10) Staff Reports (8:15 p.m.)
 - a. Legislative Update
 - b. Aquatic Invasive Species 2015 Update
 - c. Coney Island- Charitable Pledge and Donation Agreement
 - d. MN River Bluffs Regional Trail
 - e. LWP Boat Access
 - f. Events and Activities
 - g. Park Tours
- 11) Commission Member Reports (8:35 p.m.)
- 12) Set Next Meeting Date (8:40 p.m.) – Proposed date April 8th
- 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 February 11, 2015

Members Present: Carroll Aasen, Ron Trick, Tom Hermann, Gerald Bruner, Jim Boettcher, Jim Manders

Staff Present: Marty Walsh, Connie Keller

Call to Order: Manders, called the meeting to order at **(6:29p.m.)**

Election of new officers, Chair and Vice Chair (6:29p.m.)

Election was postponed until all Park Commission members are present.
Aasen motioned to table, Trick second,
Motion passed 6 to 0

Approval of Minutes: **(6:30p.m.)**

Brunner motioned to approve the minutes of the January 7, 2015 regular meeting minutes. Boettcher seconded the motion.
Motion passed 6 to 0.

Additions/Deletions to the Agenda: **(6:30p.m.)**

Remove the Orientation and Review from agenda until March Meeting

Approval of Agenda: **(6:32p.m.)**

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

Commissioner Liaison Report: **(6:32p.m.)**

Not Present

Open to the Public: **(6:32 p.m.)**

Public Present
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.

New Member and Existing Member Orientation and Review of Carver county Regional Park System
(6:32p.m.)

Removed from Agenda

Discussion **(6:32p.m.)**

A. Water Quality Testing At County Operated Beaches

Staff communicated to the Park Commission about developing a testing program for the three Regional Park Beaches. Some of the items covered with this program are establishing a base line for testing the water for water quality. Staff stated that this program could result in beach closures from time to time. Staff also stated that the public demand for water quality information is on the increase.

Summer 2015 could be considered a pilot year for this program, which would identify deficiencies in the program and be readdressed for the 2016 beach season.

No recommendation is requested at this time, staff will come back with policy or protocol to conduct water testing.

Question or Comments:

Manders asked if with all the rain this past summer was there any testing don. Staff stated that we did not test.

Brunner asked if the DNR tested; Staff stated the DNR does DML testing for water clarity.

Aasen asked if there is any signage in the parks about the health of the lakes; Staff stated no signage now, but if we did have testing we would post if beach is being closed.

Hermann asked if we are still pumping ground water into Eagle Lake; Staff stated that we no longer operate the water curtain for pumping water into the beach area.

Manders stated that establishing a base line would be appropriate after a larger rain event; Staff stated that could be done.

No other comments or questions

B. Park Land Preservation Draft Policy

Additional discussion was had on the Land Protection Policy, staff presented to Park Commission language for consideration to help clarify the type of permitting that can be achieved by Parks Department Staff and permitting that requires involvement of the Park Commission and County Board. Staff reviewed each of the different permitting with examples from the Land Protection Policy Directors Memo. The language in the memo lays out the procedural part of the permitting.

Questions or Comments:

Hermann would the permit be a thirty day permit; Staff stated we would work with applicant to determine the length of permit and if we had to amend to extend the permit.

Manders if they didn't finish the job would the county come in a finish; Staff stated that if the project wasn't finish we would have to take care of any safety hazards and charge back for those services.

Mr. Parkinson - Appreciates the Park Commission for working with the Church and to update on were the church was with plans. They have moved forward with the engineering firm to get the topography study done and the preliminary engineering pieces that will fit in with that. They should have that information to Parkinson next week and they will setup a meeting with Park Staff. They would like to see this move forward in March and hopefully they can get to the next step for an application. Staff stated that the City of Waconia is reviewing the engineering plans and don't feel that we need another party involved to review.

Manders stated that if the City of Waconia is reviewing then who on the party of the county would look at it; Staff stated that Staff would work with City and we have civil engineers that they might be able to look at it.

Staff stated that we don't know if this permit language should be included in the County Ordinance, so checking with our attorneys for clarification.

No recommendation is needed at this time, will bring back next month for language and procedure.

No other questions or comments

C. Lake Waconia Regional Park - Future Planning

Staff reviewed with the Park Commission process of the Master Plan for Lake Waconia Park from 1995 and the Development Master Plan created in 2001, reviewing items that have taking place in and around the park.

Staff also shared pictures of some of the facilities within the park.

Staff stated we need to get everyone up to speed on this master plan and if there is some need for changes. Staff showed preliminary plans and reviewed things that we might like to do in the Parks.

Staff stated that there is some dollars available to begin the process.

Staff presented to the Park Commission an outline of a unified vision and implementation, part of this outline was a timeline of the process to get to final plans and improvement of Lake Waconia Park by 2017-2018.

Purpose of the outline is for discussion purposes and no recommendation is requested at this time, come back next month spend more time on the Master Plan so Staff could go to County Board with ideas.

Questions or Comments:

Hermann is there an idea for a cooperate sponsor; Staff stated that they are still out there but difficult to find to take over the whole project, other options might consist of a service group like a the Lions for example.

Boettcher what types of building are we looking for; Staff stated that there is a building in the preliminary plan, but it would depend on what our needs are.

Aassen has there been an archeology study been done; Staff stated not to their knowledge, nothing noted of significance in the park.

Staff stated next month we would talk more about the master plan and discussion what is it we want with engagement with the public or going back to the original stake holders. Staff would be interested in Parks Commissions thoughts going into next month.

Manders stated that the public might come in with grand ideas and the budget won't allow for that, and he thinks that there needs to be a baseline budget before we go forward to public. Staff stated that is a good point and how do we go about doing that. Do we look at other parks, do we have an architectural theme.

Discussion was had on certain features we might like to include and having a common vision.

Boettcher stated that in Chanhassen we had public involvement with help pick out playground equipment and have public involvement to come help put it up, which makes the public feel some sort of ownership.

Aasen stated that maybe a Saturday tour needs to be scheduled to visit other parks to see features we might want.

Aasen is there a consultant process; Staff stated it would probably be a RFP process.

No other questions or comments

Staff Reports: (7:31 p.m.)

A. Park Benefit Awareness Program – Did You Know

Staff reviewed the Did You Know program – it is for factual information about the Parks, staff shared some examples of the Did You Know facts. This is a promotional item for the Parks, and is being used to promote parks within their websites, printed materials, and social media. Staff wanted to make the Park Commission aware of this being used.

No Comments or Questions

B. 2014 Goals and Objectives

Staff presented to the Park Commission a list of Parks Department/Commission goals for 2015. Some of the goals mentioned completion of LMP road and parking lot improvements, begin construction of the MN River Bluffs RT, prepare parks department work plan, electronic gate system, complete DNR transaction for LWP, LWP planning process, implementing the 2015 AIS services as adopted by the Board.

Staff stated that if the Park Commission would like to add any other goals for the Parks Department to work on.

Questions or Comments:

Boettcher asked if the gate system is an afterhours system; Staff stated that yes, gates will close automatically, but let vehicles out after closing time. We would be working with the Sheriff's Department to make sure that park guests honored the system afterhours.

Trick asked if campers would have to have a code to use the gate system; Staff stated that the gates to the campground would probably be left open during camping season. The Campground Hosts monitor the campgrounds.

No Questions and Comments

C. Aquatic Invasive Species 2015 Program

Staff presented to the Park Commission a PowerPoint that was presented to the County Board on the proposed 2015 AIS program. Items covered - number of hires needed, number of inspection hours, decontamination unit, trailer-tag service, grant program to other LGU's, rapid response equipment. Other items also covered was proposed budget and dollars associated with each item, the City of Chanhassen request to the County to administer the AIS service at three of their lakes.

Next step is for the Board to approve an agreement for the 2015 AIS services with the City of Chanhassen.

Motion to approve the budget from the Board, will be enter in to agreements with the DNR for inspection services and the Minnehaha Creek Watershed District.

Questions or Comments:

Boettcher asked when the \$10,000 was put back into the budget; Staff after discussion by the end of the meeting they put it into the Commissioner Contingency Fund.

Boettcher asked about 2016 services; Staff stated that it might be similar to 2015 services.

Manders asked if there will be additional demand on the LMP boat landing; Staff stated we hope so, we think that the boaters will be more likely to use the landing due to less dust on the road and on their boats due to new pavement.

Discussion was had on the decontamination unit on hours of operation and type of unit that will be used.

No other questions or comments

D. MN River Bluffs Regional Trail

Staff updated the Park Commission on the piece of property with no owners; the public process of imminent domain has begun with the advertising in the papers, a public purpose hearing scheduled for March with possible possession date of May. We will be able to go out for bids after that process is complete. US Fish and Wildlife stated that they would agree to the trail project and now working with them on a Memorandum of Understanding. Construction could start in late summer or early fall.

No Questions of Comments

E. LWP Boat Access

The approval of the option agreement and the cooperative agreement was approved at the last County Board Meeting and gave authorization to move forward with this. Construction could start at the earliest in 2016, but most likely no until 2017-2018 it is dependent on funding for the DNR.

No Questions of Comments

F. Events and Activities

Staff shared with the Park Commission upcoming Candlelit ski program coming up on February 21st, but due to lack of snow a lot of the winter programs have had to be cancelled.

Staff shared with the Commission a flyer on the upcoming Maple Syrup open house at Baylor Park at the end of March, if anyone is interested in volunteering. Also shared information on a Earth and Arbor Day event in April.

Summer programming calendar is filling up with day camps and other programs, looks like it is going to be a busy summer with programs.

Also shared that staff is working on a program guide to be mailed to residents who live outside of city limits.

Lots of great things in the works!

No comments or questions

Commission Member Reports: (8:01 p.m.)

Aasen mentioned that he was at the capital on repealing the education and the trailer tag program for AIS that the state is try to implement, he found it very interesting. Trick asked were the bill was in committee; Aasen commented that has multiply bills in the legislation, it has lots of holes in it.

Boettcher commented that Chanhassen Feb Fest was this past weekend – lots of people, great prizes and lots of Yellow Perch caught this year!

Manders was wondering if Staff planned on having a vendor come into the parks this summer to rent out the paddle boards and kayaks. Staff stated this would something that needed to be revisited.

Next Meeting Date: (8:09 p.m.)

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

Adjourn Meeting: (8:10 p.m.)

Aasen motioned to adjourn the meeting, Boettcher seconded the motion. Motion passed 6 to 0.



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MEMO

TO: Members of the Parks Commission

FROM: Martin Walsh, Carver County Parks Director

SUBJECT: Park Land Protection Policy and Permitting

DATE: March 6, 2015

The Park Commission has met in December 2014, January and February 2015 at their regular scheduled meetings to discuss Land Protection Policy language. At the February meeting the Commission did not have any additional comments or suggestions pertaining to the policy language. The policy remains as a draft but is ready for Commission to recommend approval to the County Board.

For the Commission's consideration, both the policy language as well as the Parks Administrative Permitting & Board Authorized Permitting and Application Procedure is attached.

I have yet to hear from the Attorney's Office if the County Code would need to be amended to include the additional permitting and application procedure language.

Recommendation: It is requested that the Park Commission recommend approval of the Draft Land Protection Policy and recommend approval of the Parks Administrative Permitting & Board Authorized Permitting and Application Procedure subject review and approval of the County Attorney's Office.



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Draft

Park Land Protection Policy

Purpose:

This policy establishes a means to consider a request to utilize park land for purposes other than the intended use.

On occasion, individuals, institutions, and organizations, both public and private, have expressed interest in obtaining or diverting County park lands for other purposes. Examples may include: roadways, warning sirens, telecommunications towers, utility lines, billboards, and buildings. It is anticipated that such requests will continue as competition for space increases near County park property.

Responsibility:

The Carver County Board shall have authority of approving or denying requests to utilize park land for purposes other than the intended use. The Carver County Park Commission shall make recommendation to the County Board.

Definition(s):

Park: Any land or water area and all facilities thereon, under the jurisdiction control or ownership of the county for the recreational enjoyment of the public.

Master plan: Approved document which defines the park unit areas and uses.

Policy:

The County Board considers lands intended for outdoor recreation activities to be in their highest and best permanent use and will protect park land from being converted to uses other than their intended use.

Where proposed conversions of park property appear to be in the best interest of the County\County Park System and where all reasonable alternatives have been exhausted, the below criteria will be used to further evaluate conversion of park property.

- For land purchased with Metropolitan Council funding, whether the park system unit can continue to meet Council site and site attribute standards established for the particular type of park system unit (regional park, park reserve, trail greenway or special recreation feature)
- Whether the park system unit will continue to function as originally planned
- Whether environmental features (wildlife habitat, water quality) will be adversely affected

- Whether the loss of site or function will be made up through acquisition of a site with comparable characteristics adjacent to or in the immediate area of the current location
- Whether the need for the conversion, is generated by the recreational park system unit
- Whether loss of features or function will be made up through compensation. Such compensation to be utilized to develop or redevelop the park unit.
- Whether there is benefit to the park unit by the conversion

In those instances where the County Board determines that a proposed conversion of park property may meet these conditions; easements, permits or conversions may be granted which include the following requirements:

- Restoration of any physical or natural property removed or damaged, or equivalent monetary compensation shall be provided.
- Compensation will reflect the impact of the intrusion on the aesthetic and recreational values of parkland as well as the market value of affected land measured by its highest and best use, and for associated administrative costs.
- In any case where conversion of park property to other uses is proposed, applicants must satisfy Metropolitan Council policies governing such conversions, including, but not limited to, the requirement that equally valuable land or facilities be exchanged.

Parks Administrative Permitting & Board Authorized Permitting and Application Procedure

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 vegetation (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.

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

(8) 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.