



**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN 55322

**Park Commission Meeting
Wednesday, June 12, 2019**

**Baylor Regional Park
10775 Co. Rd. 33
NYA, MN 55397**

Site Tour 6:30 p.m.

**Regular meeting 7:15
Agenda**

- 1) Call Meeting to Order, Roll Call (7:15 p.m.)
- 2) Approval of the May 1, 2019 Regular Meeting Minutes (7:16 p.m.)
- 3) Additions or Deletions to the Agenda (7:17 p.m.)
- 4) Approval of Agenda (7:18 p.m.)
- 5) Commissioner Liaison Report (7:20 p.m.)
- 6) Open to the Public (7:25 p.m.)
- 7) Consent Agenda (7:25 p.m.)
 - a. Special Event Use Permit 4th of July Firework Displays 2019
- 8) Old Business (7:30 p.m.)
 - a. Implementation of the Eliminate Park Entrance Fees
- 9) New Business (7:50 p.m.)
 - a. Coney Construction Bid Recommendation
 - b. Draft 2020 Operations and Maintenance Budget
- 10) Staff Reports (8:30 p.m.)
 - a. Lake Waconia Regional Park
 - i. Construction Planning
 - ii. Picnic Shelter/Pavilion
 - b. MN River Bluffs Slope Failure
 - c. TH 5 Arboretum Regional Trail Connection
 - d. Park System Operations & Recreation Services Update
 - e. Legislative Update
- 11) Commission Member Reports (8:45p.m.)
- 12) Set Next Meeting Date (8:55 p.m.) – July 10, 2019 Location TBD
- 13) Adjourn Meeting (9:00 p.m.)

Please note if a Commission Member cannot attend the meeting, please call the Park Office at 952-466-5250.

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Meeting Minutes

May 1, 2019

Members Present: Jim Manders, Gerald Bruner, Mark Lagergren, Jim Boettcher, Curt Kobilarcsik, and Commissioner Lynch

Staff Present: Marty Walsh, Connie Keller, Sam Pertz

Tour Of Lake Waconia Park: (6:30p.m.)

Staff and Park Commission members toured Lake Waconia Regional Park, staff shared with Park Commission members the draft plans where future parking lot would be along with possible location of bathroom/shelter, DNR boat landing staff explained some of the funding for this boat landing. Staff also shared the locations of the storm water and holding ponds. Staff stated that the elevations in the park will be different then they are now, staff stated that they hope that they don't have to bring in outside dirt to fill areas. Staff also shared that most of the trees that are now standing in the park will be removed once the grading work starts in the park. Staff also shared that the well for the main park area of the park went out and it doesn't make a lot of sense to drill another well.

Call to Order: Bruner called the meeting to order at **(7:26p.m.)**.

Approval of Minutes: **(7:26 p.m.)**
Manders motioned to approve the minutes of the March 13, 2019 regular meeting minutes Kobilarcsik seconded the motion.
Motion passed 5 to 0.

Additions/Deletions to the Agenda: **(7:26p.m.)**
None

Approval of Agenda: **(7:26 p.m.)**
Lagergren motioned to approve meeting agenda.
Kobilarcsik seconded the motion.
Motion passed 5 to 0.

Commissioner Liaison Report: **(7:27p.m.)**
Commissioner Lynch commented that Met Council representatives and other local dignitaries came out to the event center last week and staff did a great job with presentation. He stated that they were very impressed and thought things went really well setting up for the second phase of the park. Bruner stated that he sat next to the met council chair and she thought the presentation was very good.

Open to the Public: **(7:28 p.m.)**
Kevin Nowak, Chris Johnson, Keelan Johnson, Matthew Johnson, Lukas Johnson, Bill Dunbar, Aiden Rollings, Jeff Petschl, Spencer Petschl and Chard Ferguson were in attendance to present to the Park Commission information on a proposed mountain bike trail at Lake Waconia Regional Park.

Mr. Nowak presented to the commission members a paper point on the proposed hiking and single-track mountain bikes trails, he stated that he shared this presentation with staff in November. He stated that they took on the feasibility assessment themselves this past winter by walking the area of proposed trails that they have put in themselves and they feel it is safe and sustainable. They stated that they have been using this trail

for walking and biking; he did state that he knows the ordinance states that it is unlawful to bike on unimproved trails. He explained that they feel that they have saved the county money with their own study and feels that it could sustain with very little maintenance. He shared the impact on other communities with single track trails and how they bring people to the community to use these trails. He feels these trails could draw people to the park in the shoulder season when there is little going on in the park.

Others from the group stated that it is fun to use the trails and super accessible.

Johnson stated that they are a big biking family. Having to travel to find trails to bike on would be a great big asset to the community.

Dunbar stated that the trails in Duluth were started by groups of volunteers and feels that it could be done here.

Staff stated that they have had conversation with Mr. Nowak about the trails that were made, and this is unusual without a public process and that these trails have not been approved and that the County would be liable if someone was to get hurt on them due to these trails not being approved. Staff stated the need to do due diligence and are aware of the work that they have done, but this needs to go through the public process. Staff stated that the master plan does support trails.

Dunham asked what type of responsibility does the County have; Staff shared that certain things go through our County Risk Department and County Board. Staff shared the process which consist of a public awareness for the public to talk about possible bike trails.

Staff stated that if the Park Commission is favor of this then we will need to start the public process and where does this fit with existing priorities. Staff stated that the Three Rivers Park District trail at Caver Park Reserve will have much more substantial trails than we can provide. Conversation was had on the trails and cost of building trails and different types of trails in different communities.

Nowak stated they could raise money through the local mountain bike system to do a professional feasibility study and get costs for the trail. He would like to make it legal to bike on what we have made out there and keep using them. Staff stated that we cannot authorize it without going through the public process. Conversation was had on the trails and the process and how long this takes and if the County Risk Department could look at it so the process could begin.

Continued conversation on having the trails in the park, knowing the process and if there is staff availability on starting this process; Staff stated with the three large construction projects coming up and a small staff, starting a new project right now is not possible. The earliest could be next spring. Staff stated that there is an issue with the trails that are out there. These trails are not authorized and what should be done with these trails, staff cannot advise people to use the trails.

Staff shared what a Regional Park are; larger parks with natural areas and open spaces.

Conversation was had on risk in the parks and what the Risk Department looks for in the parks; more lengthy discussion was had on the process.

Staff asked if the trails could be raked back; Nowak stated that they will recover the trails.

Staff shared that Three Rivers did bring in professionals to design the trails at Carver Park Reserve and have a lot of acres with a wide variety trails with risk features. Questions were asked about how much money Carver County Parks is donating to Three Rivers Park District, Carver Park Reserve.

Questions or comments:

Lagergren asked how many miles of trail are there; Nowak stated about 4 miles he shared a map of the trails and elevation of trails.

Bruner stated that he is all for the trails and they will bring people to the park.

Manders asked about the feasibility where the trail could go; did you do a feasibility on how much the trail would cost to build and maintain and the cost associated with this. Nowak stated that the feasibility is what they have built this far and not a professional trail builder; question was had on erosion; Nowak stated that they haven't seen any erosion on trails that they have used.

Kobilarcsik stated that he is for the trail and appreciates what they have already done.

Bruner asked about how many people do they feel would use this trail; Nowak stated that could be upwards of 200 people or more. Conversation was had on the need for trails in the community due to having to trail outside the county to find trails.

Lynch stated that he understands the want for these trails and is all for it; but when looking at the pictures the Risk Department will have to be onboard and we will need to go through the process.

No other Questions or Comments

Old Business (8:16 p.m.)

a. Consideration to Eliminate Park Entrance Fees – Special Use Fees for High Use Park Facilities

Staff shared information that Park Commission members asked about a special fee for using the high use areas in the parks being the off-leash dog park and the boat landing. Staff shared that they entered into a cooperative agreement with the City of Chanhassen, City of Shorewood and Shorewood Parks after staff made contact with the cities they seemed to believe that it is problematic to charge a fee just to use the dog park. Staff stated that a similar agreement was done with the DNR with the planking and that agreement states no special fee to be charged and could possibly have to repay for the material. Staff stated there could be roadblocks.

Staff shared that the cost to implement the self-pay option to access these areas with honor boxes, printed materials, collection from honor boxes.

Staff stated that we should think about the implementation on how we are going to get information out to the public so that we are not processing a bunch of refunds to park users that have purchased annual permits. Staff wants to make sure that there is a clear process on how we are going to implement. Staff will share a planned implantation process at the next Park Commission meeting. Staff shared an approximate timeline of when this could possible happen.

Questions and Comments:

Manders stated that the purpose of the fee is not to generate revenue but to control access of these areas and with the number of people; Staff stated yes, it is not to drive revenue but to mitigate the larger numbers of people using this area.

Kobilarcsik asked if we think we should wait and see what happens; Staff stated that we need to see what happens and it may be larger numbers at first but level out over time.

Conversation was had on how people might change the way they come to park to use it and if it is really going to be an issue. As for the boat landing, we would have to post no parking signs to mitigate trailer parking.

Boettcher stated that we are picking and choosing who is paying a fee, he feels that we should either keep the fee or get rid of it for everything.

Bruner stated that we should be collecting for the dog park and the boat landing; he feels we should collect what we can.

Conversation was had on what boat landings charge for access and what lakes don't in the county. The ones with no fees don't seem to have any issues.

Conversation was had on charging for the two high usage areas and the potential of having to pay back funds that were obtained for Dog Park and boat landing. Would these fees be enough to cover that cost.

Kobilarcsik stated he'd like to see no entrance fees and no other fees for the two high use areas.

Lagergren stated he doesn't think that there will be much change at Baylor but Lake Minnewashta could see a big increase. Conversation was had on the pilot program for free day in the park where they saw a slight increase in users but not uncontrollable. Removing the fee provides reduces the barrier to access the park.

No other questions or comments

New Business (8:45 p.m.)

a. Coney Island Phase I Vegetation Removal Bid Recommendation

Staff shared a plan on the Coney Island and the trail work being proposed and the area that will have substantial clearing. Staff shared trail widths and pointed out on map where these trails are on the island.

Staff stated that the purpose of the vegetation removal is to create access to sites and prepare sites for construction. The base bid is for work on either end of the island and some trail areas. Staff shared areas that were bid as an alternate bid and sharing those areas on the map.

Staff shared the bids that were received and engineer estimate. Staff stated this is a start to other costs that will take place on the island.

Staff is asking that the Park Commission make recommendation to the County Board to award the contract for Coney Island Vegetation Removal to Husky Construction, Inc. including the base bid and bid alternatives #2 & #3.

Lagergren Motioned to recommend that Husky construction be awarded the contract.

Boettcher seconds motion.

Motion passes 5 to 0.

Questions or Comments:

Bruner asked what staff knows about the Husky Construction; Staff stated that they are a company out of Minnetrista.

Lynch asked why we need an archaeology person out on the island for vegetation removal; staff stated that they may disturb ground with equipment and may turn up something; staff stated that this is a requirement by the state. Staff explained the process of the agreement and conversation was had on the historical register.

Funding for this portion of the work is coming from the charitable donation money.

No Questions or Comments

Staff Reports:

(9:01 p.m.)

Lake Waconia Regional Park

i. Construction Planning

This was covered in the tour of the park; staff shared draft plans and pointed out parking lot locations, holding pond locations.

ii. Picnic Shelter / Pavilion

Staff shared the location of planned picnic shelters and one of the factors they are looking at is the wind coming off the lake into the park. Staff shared three different concepts of alignment of shelter/bathroom structure in relationship to parking lot and playground area. Staff shared orientation of building and what it might look like under the roof of shelter and what it might look like at ground level.

Staff stated they would like feedback from Park Commission, County Board and staff before going forward with final design of the shelter.

Conversation was had on the wind off the lake; staff shared a diagram which pointed out wind direction at certain times of year.

Staff commented that they would also be concerned with type of roofs and slope of roof to make sure that the water runoff is not an issue.

Questions or Comments:

Bruner stated that he like option #3, Lagergren like this option as well, they like the separation of shelter and restroom and view of lake.

Manders stated that the design and the wind might make things uncomfortable.

No Questions or Comments

B. MN River Bluffs Slope Failure

Still working on acquiring the trail and utilize funds from Met Council and Regional Rail Road to fix the slope failure. Plans are at 50% complete and that is moving forward. A meeting is planned with LCCMR soon and hope to have a decision by early June.

Questions or Comments:

Kobilarcsik asked when construction would start; Staff stated maybe fall but still no clear date.

No Questions or Comments

C. TH 5 Arboretum Regional Trail Connection

Staff stated that the cultural resource work has been completed and MNDOT stated that no significant findings they will get this information to the preservation office and we should get comments back within 30 days. We are hoping to get this project out the door and start advertising for bids by August and have project underway in September or October. Staff is trying to plan work for the box culvert placement at the same time as Hwy 41 would be closed due to road work on Lyman and Hwy 41 this fall so we wouldn't have to have two closures on this road.

D. Park Operations & Recreation Services updates

Staff is in full mode preparing for the summer, we had unfortunate news that one of our camp host pulled out at the last minute. We are down one host and working on getting a replacement. Staff shared flyers

advertising the mud run that will take place at Lake Minnewashta in July and stated that there is a need for lots of volunteers. Not a lot of recreation services happening now but gearing up for a busy summer. Staff shared photos of rec services.

E. Legislative Update

There could be additional funding for operation and maintenance for all implementing agencies on the House side; not sure if it will survive the conference committee. Bonding bill did make it out of House Capital Investment Committee, could be slated for about \$10,000,000 for regional parks if that makes it through.

Parks and Trails Funding is the cycle were they approve the two year budget for parks and trails. These funds are used for the recreation specialist position 50 %, Parks and Natural Resources Supervisor 50%, outreach activities and two capital projects which would be the TH 5 corridor and the Lake Waconia Park into 2021.

F. Three Rivers Park District Mountain Bike Course at Carver Park Reserve and Request for Maintenance Equipment Cost Participation

No additional conversation was had on the topic.

Commission Member Reports: (9:30 p.m.)

Manders stated that he went to the feasibility study on extending trails from Chanhassen to Excelsior, shared the timeline of the study.

Boettcher shared the story of the Goldfish found in some of the local lakes.

Kobilarcsik stated that he changed jobs and now is working for MNDOT and working on a lot of the Carver County Road Projects.

Bruner stated that he has been reappointed to the Met Council and he will be there to represent Carver County. He stated that it will be interesting to see how things will go.

Staff stated that there could be a possible ground breaking ceremony for Coney Island on May 28th, information will follow.

Next Meeting Date: (9:39 p.m.)

Next meeting will be on June 12, 2019 Meeting will be held at Baylor Regional Park at 6:30p.m.

Adjourn Meeting: (9:42 p.m.)

Boettcher motioned to adjourn the meeting.

Manders seconded the motion.

Motion passed 5 to 0.

Final Minutes prepared by Connie Keller

Approved by Commission Chair





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MEMO

TO: Members of the Park Commission
CC: Martin Walsh, Parks & Recreation Director
FROM: Sam Pertz, Parks & Trails Supervisor
SUBJECT: Special Event Use Permits – 4th of July Firework Displays 2019
DATE: June 5th, 2019

This memorandum outlines the pertinent details for review and recommendation to permit the public special events which are planned to occur in the Regional Park & Trail areas operated by Carver County.

Waconia Chamber of Commerce

- Date: Thursday, July 4th (Friday July 5th rain date)
- Where: Lake Waconia Regional Park, Waconia.
- What: 4th of July Firework Display.
- Attendance: 3,500+ Spectators/Park Users.
- Who/Vendor: Ryan Mackenthun, Lead pyrotechnician (operator certificate #00891)
- Impact on Park System: Display is launched from main park property, east & north of the Event Center. That portion of the park is primarily overflow parking during the summer season and will be closed during the 4th.
- Required Permit Items Obtained & Reviewed: Yes, work in progress. No foreseen issues that would inhibit Use Permit issuance.
- Significant Elements/Items of Attention: Launching commercial fireworks display in park boundaries. Use of fireworks is against current park ordinance and requires a use permit authorized by the County Board.
- Permit Fees: No fees issued. Firework displays are exempt in the 2019 County fee schedule.
- Years with Park Issued Permit: 6+
- Staff Notes: No prior issues or concerns with event group. Display attracts & retains many daily visitors and is publicly appreciated. Close coordination with the permit holder for best approaches to mitigate mosquitos for pyrotechnic vendor.

USA Compliance

- Date: Thursday, July 4th (Friday July 5th rain date)
- Where: Lake Minnewashta Regional Park, Chanhassen.
- What: 4th of July Firework Display.
- Attendance: 2,000+ Spectators/Park Users.
- Who/Vendor: Pyrotechnic Display Company, Lead pyrotechnician Lael Litecky (operator certificate #0218)
- Impact on Park System: Display is launched from former boat access #2 within the Park. This area of the park will be closed to all user groups on the 4th.
- Required Permit Items Obtained & Reviewed: Yes, work in progress. No foreseen issues that would inhibit Use Permit issuance.
- Significant Elements/Items of Attention: Launching commercial fireworks display in park boundaries. Use of fireworks is against current park ordinance and requires a use permit authorized by the County Board.
- Permit Fees: No fees issued. Firework displays are exempt in fee schedule.
- Years with Park Issued Permit: 10+
- Staff Notes: No prior issues with event group. Display attracts & retains many daily visitors and is publicly appreciated.

Recommendation: It is requested that the Park Commission recommend approval of the Special Event Use Permits for the groups listed above to the County Board.



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MEMO

TO: Members of the Park Commission

FROM: Samuel Pertz, Parks & Recreation Supervisor

SUBJECT: Consideration to Eliminate Park Entrance Fees – Special Use Fees for High Use Park Facilities

DATE: June 3rd, 2019

This memo is intended to further brief the Park Commission about the requested consideration to eliminate park entrance fees as requested by members of the County Board.

After presenting information at the May meeting pertaining to the application of use fees for the high-use facilities of the off-leash dog area and the public boat access both at Lake Minnewashta Regional Park, members of the Park Commission offered a consensus to proceed with the elimination of park entrance fees whereas to not include fees specific to certain facilities. This determination was largely made as result of other funding associated to the facilities, and conflicts of the funding intent for equitable use and access to the facilities.

Based on the discussions had since December 2018 around this topic, Staff has prepared the below implementation plan to eliminate park entrance fees.

Program Overview:

- County general fund increase request, \$157,000.
- Elimination of entrance fees effective December 1st, 2019.
- Seasonal staffing reduction at park entrances to Fridays – Sundays + Holidays.
*General fund savings of \$12,930
- Continue with existing seasonal rental services at Baylor & Lake Minnewashta Regional Parks.
- Continue with existing park and trail user count data collection (required by Met Council).
- Continue with existing seasonal office & guest services support in summer months.
- No refunds, partial credits or prorated fees for annual vehicle permits purchased at any point in 2019.

Process:

Baring substantial items requested by the Park Commission, staff are seeking a recommendation of the program implementation at this regularly scheduled June meeting. Staff will bring the recommendation by the Park Commission to the July 23rd County Board work session meeting. Board members would be advised of the implementation plan. With the program commencing at the start of a new fiscal year for the County, revenue related to entrance fees can be more seamlessly addressed as compared to implementation mid-year, where a revenue shortage might occur. Furthermore, implementation before the first of the new year would secure 2019 general fund dollars and funding needed for future years.

Running parallel to the process for County Board approval will be a process to remove language in existing park ordinance that requires park visitors to have their vehicles properly permitted upon park entry. That process is likely to involve the Park Commission, County Attorney's Office coordination, a public hearing and action by the County Board. Staff believe this to be a necessary step in the implementation plan – consultation with staff in the County Attorney's office prior to the Park Commission meeting will offer confirmed information.

Communications & Public Relations:

Staff have been working with the County Communication Manager on this topic. His recommendations are such that communications are made in advance to program & services changes and are made consistently. Staff would utilize several forums to get the word out about this methodology change. Social media accounts, mass emailing, physical signage, handouts at park entrance buildings, newspaper releases, website content etc. would be deployed in a strategic way to inform the public about this park access change. The goal would be to provide advance information and avoid as much customer service issues as possible. Additionally, strategic communications would allow the County to build excitement and positive engagement throughout the process. Upon County Board action, staff would begin to make existing park customers aware of the anticipated changes and program details. The Park Commission should be aware that even with advanced communications and sound strategy, it is anticipated that some 2019 annual permit holders will not be satisfied with the program.

Park Site(s) Changes:

Several site changes within each park would need to be addressed, mostly specific to current signage and other infrastructure in relation to park entrances. All signs that reflect information about both the permit fee amount(s) and requirement to obtain a permit would be either removed or updated. Honor box systems would also be removed.

Customer Service Procedures:

As a goal of sound communication and public relation efforts, staff would take measure to both provide quality customer services but also to avoid situations of frustrated park customers due to unforeseen changes as best as possible.

Administrative Changes:

All print & electronic materials that reflect fees for park entry will be reviewed and changed. The public reservation site would be amended to no longer sell annual vehicle permits. License centers in the County as well as the Veterans Office in Chaska would no longer sell annual vehicle permits.

Other Impacts Associated to Program:

For the 2019 service year, park staff implemented a new approach to picnic shelter rentals and associated fees. The approach took into consideration vehicle permitting. With the elimination of park entrance fees, the approach for picnic shelter rental in 2020 will need to be reexamined.

Project Timeline:

- Park Commission makes recommendation to County Board: June 12th, 2019.
- County Board action: August 6th, 2019.
- Detailed work plan development: July 10th Park Commission.
- Implementation of communications plan: August 7th, 2019.
*Communications on this change likely to be a strong & positive need through 2020.
- 2020 Parks Department Fees Schedule update (as result of the elimination of entrance fees): July – August 2019
*As part of the typical County Fee Schedule process
- Park Ordinance update: August – October 2019.
- Park site & grounds changes: November & early December 2019.

Recommendation:

Staff is seeking a recommendation from the Park Commission for the program as described to eliminate park entrance fees effective December 1st, 2019 onto the County Board for approval.