



**Carver  
County  
Parks**

11360 Highway 212 West, Suite 2  
Cologne, MN 55322

**Park Commission Meeting  
Wednesday, July 10, 2019**

**Lake Waconia Regional Park  
8170 Paradise Lane  
Waconia, MN 55387**

**Informal Picnic 5:30**

**Site Tour Coney Island 6:00 p.m.**

**Regular meeting 7:30  
Waconia Event Center**

**Agenda**

- 1) Call Meeting to Order, Roll Call (7:30 p.m.)
- 2) Approval of the June 12, 2019 Regular Meeting Minutes (7:31 p.m.)
- 3) Additions or Deletions to the Agenda (7:32 p.m.)
- 4) Approval of Agenda (7:33 p.m.)
- 5) Commissioner Liaison Report (7:34 p.m.)
- 6) Open to the Public (7:40 p.m.)
- 7) Consent Agenda (7:45 p.m.)
  - a. ISD108, Central Schools High School 2019 Cross Country Meets – Special Event Use Permit
- 8) New Business (7:45 p.m.)
  - a. Lake Waconia Regional Park Site Improvement Bid Recommendation
  - b. Draft 2020 CIP Recommendation (Distributed at Meeting)
- 9) Staff Reports (8:30 p.m.)
  - a. Lake Waconia Regional Park/ Coney Island
    - i. Planning and Construction Activities
    - ii. Ground Breaking Ceremony July 23<sup>rd</sup>, 12P – 1P
  - b. TH 5 Arboretum Regional Trail Connection
  - c. Park System Operations & Recreation Services Update
    - i. Elimination of Park Entrance Fees
- 10) Commission Member Reports (8:45 p.m.)
- 11) Set Next Meeting Date (8:55 p.m.) – August 14, 2019 Location TBD
- 12) 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

## June 12, 2019

**Members Present:** Jim Manders, Gerald Bruner, Curt Kobilarcsik, John Fahey, Mark Lagergren, Jim Boettcher, Scott Welvaert

**Staff Present:** Marty Walsh, Sam Pertz, Connie Keller

**Tour of Baylor Park:** Park Commission members and staff took a tour of Baylor Regional Park, stopping at the beach area and talked about water quality, history of beach and possible long-range plans for the park and the lake area. Discussed goose management and canoe/paddleboat rentals. Talked about gatehouse services and moving staff out of gatehouse to the campground office. Also visited the beach prairie shelters, campground and looked at the marsh boardwalk which staff shared some repairs due to age of walk. Finished tour at the observatory given by Minnesota Astronomical Society Member Mr. Hiltner.

**Call to Order:** Bruner called the meeting to order at 7:45p.m.

**Approval of Minutes:** (7:45p.m.)  
Boettcher motioned to approve the minutes of the May 1, 2019 regular meeting minutes. Kobilarcsik seconded the motion.  
Motion passed 7 to 0.

**Additions/Deletions to the Agenda:** (7:46p.m.)  
None Added

**Approval of Agenda:** (7:46 p.m.)  
Fahey motioned to approve meeting agenda.  
Boettcher seconded the motion.  
Motion passed 7 to 0.

**Commissioner Liaison Report:** (7:46p.m.)  
Not Present/Unable to Attend

**Open to the Public:** (7:46 p.m.)  
None Present

**Consent Agenda Item:** (7:46 p.m.)  
a. **Special Use permit 4<sup>th</sup> of July Firework Displays for 2019**  
Lagergren motioned to approve the special use permits for the July 4<sup>th</sup> Fireworks in the parks  
Manders second the motion.  
Motion passed 7 to 0.

**Old Business** (7:01 p.m.)

**a. Implementation of Eliminate Park Entrance Fees**

Staff reviewed the memo that was supplied to park commission members, staff reiterated that charging fees for the two high use areas was not an option due to agreements. The memo summarized the program overview with county general fund increase request, elimination of entrance fees effective December 1<sup>st</sup>, 2019, reducing seasonal staffing to weekends and holidays, continue with rental services at Baylor and Lake Minnewashta. Staffing would continue for visitor counts, seasonal office and guest service support in summer months. Refunds, partial credits or prorated fees for annual vehicle permits purchased at any point in 2019 would not be offered.

Fahey made a motion to recommend elimination of the park entrance fees as described effective December 1, 2019 to the County Board.

Lagergren seconds the motion.

Motion passed 7 to 0.

Questions or Comments:

Lagergren asked about how many annual permits do we sell in the last half of year and will we have backlash; Staff stated that if the board does decide to eliminate fees, we will inform people and we will ask the board to pass resolution that there will be no refunds. Staff stated that they will also provide awareness to make sure that word gets out.

Bruner stated that Carver County has a high rating as a place to live and thinks that the parks are part of that.

No further questions or comments.

**New Business** (7:54 p.m.)

**a. Coney Construction Bid Recommendation**

Staff shared that on May 25<sup>th</sup> bids were opened for construction work on the island. Staff also shared the bid amounts with members and engineering estimates. Staff stated the GL Contracting Inc. was the low bidder, also sharing alternate bid items which included construction of a retaining wall and a section of trail. Staff stated that the mobilization cost out to the island is very high and shared those costs. Staff shared the cost of the retaining wall with engineering costs. Also provided was the bid amounts for the retaining wall, stating that consideration should be given to doing this work right away and not waiting and incur more costs in mobilization.

Staff stated that the archeological component of work on the island is a very big cost to the overall project. Conversation was had on this part of the work on the island and how this is a requirement of the State Historic Preservation Office. Staff stated that they will be out there when work is being done. It was further explained the process of the test pits, how many more will be excavated with this phase of the work and hours associated with each test pit. Staff stated hopefully we will be able to recoup some of the dollars spent from future grants, but this could be a long process.

Staff shared financial summaries of the base bid, and bid alternatives along with planned revenue including additional funding. Staff stated the possible need for contingency.

Staff shared the areas on map with trails and location of the retaining wall. Staff stated that they don't have a cost for the hazardous material on the island at this time. Staff shared that the some are proposed from existing park capital and maintenance funds and revenue from a grant for land reimbursement which gets it closer to the money needed for work on the island.

Staff is recommending awarding the base bid plus selected alternatives totaling \$854,977 to GL Contracting Inc. Also add additional revenue from parks capital funds and from an existing Grant award totaling \$376,000.

Questions or Comments:

Kobilarcsik asked if the engineering staff reviewed the bid to make sure that they are getting the wall you are intending and not something else. Staff stated that they will have engineers look at that and if it is something different, staff will let park commission members know if there is something that shows up.

Manders asked after all these items are done what would be the next item on the island; Staff stated restrooms would be needed and there will be more work to be done with foundations needing to be fenced off. This work will make it so we can minimal open up the island. Staff stated the next round of funding will come in 2020 so we are hoping to use these funds for restrooms and more cleanup. Conversation was had on interpretation of items on the island for park users to understand what was on the island. Items found on the island will be housed at the historical society.

No other questions or comments.

Lagergren motion to recommend to the County Board to award of the base bid plus selected alternative totaling \$854,977.

Boettcher seconds the motion.

Motion passed 6 to 0 (Kobilarcsik left early not present for vote).

Staff asked if the Park Commission is ok of using the additional revenue from Parks Capital Fund and grant revenue for bid alternate items. Conversation was had on these funds, other possible uses, how the County Board feels about using these funds and if we should use these funds for the other parks.

Welvaert motioned to recommend to County Board to utilize the funds from the capital funds and grant money.

Bruner second the motion.

All in favor motion passes 6 to 0 (Kobilarcsik not present for vote).

**b. Draft 2020 Operations and Maintenance Budget**

Staff shared a spreadsheet with budgeted amounts and a paper point of the 2020 preliminary operations and maintenance budget. Staff stated that there is not much change from the 2019 budget. Staff shared graphs that represented comparison for expenses, revenue, contracted services, rental and agreement services, operating supplies, equipment supplies, site and grounds improvements from 2018-2020. Staff shared why there might be higher expense in some areas but stated mostly everything is about the same. Staff stated that the operation and maintenance grants are expected to go up slightly; staff explained that the legislature passed more money for all implementing agencies. However, not sure how much we will receive but it is expected to be a higher amount.

Staff reviewed Parks and Trails Funding collected from the 3/8 of 1% sales tax. A portion of these funds support staff, programs and capital projects in our parks.

Staff stated that they are looking for a recommendation for the preliminary budget noting that an adjustment is needed in the uniforms budget item. Staff stated that they did request in Schedule A an additional ten thousand for operating costs as we bring Lake Waconia Regional Park on-line and to address ADA restrooms needs. Other items included future buildings at Waconia Regional Park and other wish list items.

Staff stated that in July Administration will start meeting with departments and in August a recommended budget.

Bruner made the motion to approve the draft preliminary budget.

Boettcher second the motion.

Motion passed.

5 to 0 (Lagergren step out during vote).

Questions or Comments:

Bruner asked about the money received from Met Council and wanted to know how long they have been doing grants; Staff stated that in 1974 the Regional Park System was enacted. This was due to the lack of state parks in the metro area for outdoor and recreation. As a part of the Regional Park System, we are required to follow the regional park guidelines.

No other questions or comments.

**Staff Reports:** (8:50 p.m.)

**A. Lake Waconia Regional Park**

**i. Construction Planning**

Staff shared that bids will be opened on June 25<sup>th</sup> for the main area of the park. Staff stated at the next meeting we will be discussing this bid. Staff stated that this project has three million allocated to it. The utilities could run around a million and site grading and parking lot could run about two million plus. This will provide access to park, beach and possibly a gravel trail through the park but will not know what we can get done until bids come in. Staff is planning on submitting another capital bonding request to build restrooms at the park. Staff stated that they have a cooperative agreement with the DNR for the water access and that this project could be about a million in itself. Staff stated that the City of Waconia sewer and water bid project came in lower than anticipated. Also shared was the contractor developing the Anderson project will also be doing the utilities through the park. Staff stated that pavement might not be affordable; we might have gravel parking lots.

Questions or Comments:

Bruner asked when the bids are due and if we have gotten many; Staff stated they are due by end of month.

No other questions or comments.

**ii. Picnic Shelter/Pavilion**

Staff stated that we asked the consultant about the roof and size of shelter and they are analyzing and will come back with information on these questions. This might not go much further until we have a budget to work with.

**B. MN River Bluffs Slope Failure**

Staff shared that the good news that the LCCMR approved the acquisition and transfer of the property from one public agency to another, this project is about a year out from being started.

**C. TH 5 Arboretum Regional Trail Connection**

Staff stated that they are reaching the deadline to acquire right-a-way from lifetime fitness and if we don't get this resolved soon there could be problems with this project.

**D. Park Operations & Recreation Services updates:**

Staff shared a document outlining procedures for camp programs. Staff stated if members have any comments on the procedures to let them know.

Staff stated that they are looking for volunteers to help with the Mud Run at Lake Minnewashta on July 13<sup>th</sup>, if interested let staff know.

Staff shared a couple of pictures of a new camp at Lake Waconia Regional park this summer. Staff stated that this is in coordination with the Waconia Community Education. Staff stated it was a very successful camp.

Lifeguard services have started on June 8<sup>th</sup> – August 18<sup>th</sup> at Lake Waconia and Lake Minnewashta.

Staff shared that there is plans to have a ground-breaking ceremony for Lake Waconia and Coney Island on July 23<sup>rd</sup>, there will be a formal invite that will go out.

***E. Legislative Updates***

Staff shared that there should be slightly more Operations and Maintenance money coming, there was no bonding bills passed and language in legislation was amended to obtain the LCCMR money for the MN River Bluffs project.

Staff made the Park Commission aware of an email received to parks about the bike trails at Lake Waconia Regional Park.

**Commission Member Reports: (9:09 p.m.)**

Boettcher stated that they had access to Princes property in Chanhassen and was able to tour the areas that will have trails. He stated that it is very nice area and a great addition to the Chanhassen park system.

Fahey stated that his work schedule has changed so he will be missing meetings, so he as asked the County Board to find a replacement for him.

Manders shared an observation when touring the park he noticed large amounts of ash trees; staff stated that we are trying to replace them with other trees. Hopefully, we can slowly remove the ash trees over time but it's a big job.

Bruner shared that he has been reappointed to the Land Use Advisory Committee with the Met Council, parks and trails come under this committee..

**Next Meeting Date: (9:14 p.m.)**

Next meeting will be on July 10, 2019 Meeting will be held at Lake Waconia Regional Park in Waconia at 6:30p.m. Possible trip to Island

**Adjourn Meeting: (9:17 p.m.)**

Fahey motioned to adjourn the meeting.  
Boettcher seconded the motion.  
Motion passed 6 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 & Recreation Supervisor**

**SUBJECT: Special Event Use Permit – H.S. Cross Country Endurance Events, ISD 108**

**DATE: July 3<sup>rd</sup>, 2019**

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This memorandum outlines the pertinent details for review and recommendation for issuance of a Special Event Use Permit to ISD 108, to conduct H.S. Cross Country endurance events which are planned to occur at Baylor Regional Park.

### **ISD 108 – 2019 H.S. Cross Country Endurance Events**

- Date(s): August 24<sup>th</sup> (3 Team Alumni Meet), September 10<sup>th</sup> (16 Team NYA Lions Meet)
- Where: Baylor Regional Park, Camden Township
- What: Running Endurance Events for H.S. and Post-H.S. Athletes
- Attendance: Event on August 24<sup>th</sup> ~300 people, Event on September 10<sup>th</sup>: ~1,800  
(Attendance estimated includes: athletes, spectators, volunteers, coaching staff etc.)
- Impact on Baylor Park: Use of Prairie Shelter for finish area, race routes utilize trail system within park, vehicle parking exceeds capacity within this portion of the park – excess parking occurs on CR33 for the event on September 10<sup>th</sup>.
- Required Permit Items Obtained & Reviewed: Yes, process underway.
- Significant Elements/Items of Attention: Event scope/volume will and does pose the potential for a park user to have an altered experience due to volume of vehicles and people in the park.
- Permit Fees: Team meet fees and shelter rental are applied per the approved 2019 Parks Department fee schedule.
- Years with Park Issued Permit: 10+ years with this event group.
- Staff Notes: No prior issues with event group, respectful to park area and event/permitting expectations. Staff is not aware of negative experiences had by other park users that would come to the park during these events. Overall, these events are a great showcase of Baylor Regional Park and the regional facilities within Carver County.

**Recommendation:** It is requested that the Park Commission recommend issuance of a Special Event Use Permit to ISD 108 onto the County Board for final approval.



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**MEMO**

**TO: Members of the Park Commission**  
**FROM: Martin Walsh, Parks and Recreation Director**  
**SUBJECT: Waconia Regional Park Site Improvements**  
**DATE: July 10, 2019**

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Bids were opened on June 28, for Lake Waconia Regional Park Site Improvements. This work is largely site grading, storm water pond, storm water utility, watercraft access ramp, road and parking lot construction. The low bidder is Rachel Contracting Inc. for the base bid amount of \$2,087,107. The engineers estimate is \$2,365,381.

Further, Rachel Contracting is also low bidder on a listing of bid alternate items. This work totals \$372,280. The engineers estimate for the work is \$508,730.

Staff is recommending awarding the base bid amount contract to Rachel Contracting of \$2,087,107. Because all costs related to the project are not yet known for city utilities and Xcel electrical service, staff is recommending a prioritized listing of bid alternate items to be employed providing funds area available.

Bid Alternate Item

1) Building Demolition	\$5,500
2) Landscape Plantings	\$42,860
3) Electrical System	\$56,000
4) Electronic Gates	\$11,600
5) Bituminous Trail	\$22,980
6) Bituminous Non Wear Course	\$64,940
7) Bituminous Wear Course	\$71,400
8) Geotextile Separation Fabric	\$22,750
9) Parking Lot Lighting,	<u>\$74,250</u>
Total	\$372,280

Recommendation: It is requested that the Park Commission recommend to the County Board the award of the base bid amount and a prioritized listing of bid alternates to Rachel Contracting Inc. Total project cost up to \$2,459,387.