



**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN55322

**Park Commission Meeting
Wednesday, September 16, 2020**

WebEx Meeting

Call this number: 1-415-655-0002
Enter Access Code: 146 559 9476
Meeting Password: 4VQxGJPeH55

Agenda

- 1) Call Meeting to Order, Roll Call (6:30 p.m.)
- 2) Approval of the August 12, 2020 Regular Meeting Minutes (6:33 p.m.)
- 3) Additions or Deletions to the Agenda (6:33 p.m.)
- 4) Approval of Agenda (6:34 p.m.)
- 5) Commissioner Liaison Report (6:35 p.m.)
- 6) Open to the Public (6:40 p.m.)
- 7) New Business (6:40 p.m.)
 - a. Permit Request – Meyer Wedding and Campout
 - b. 2021 Fee Schedule
- 8) Discussion (7:10 p.m.)
 - a. CIP (Materials Presented at Meeting)
 - b. Baylor Park Barn Roof Repair
- 9) Staff Reports (7:50 p.m.)
 - a. Briefing August 25, 2020 Board Workshop Session
 - b. TH 5 Regional Trail
 - c. Lake Waconia Regional Park
 - d. Coney Island
 - e. Park Operations
- 10) Commission Member Reports (8:25 p.m.)
- 11) Set Next Meeting Date (8:30 p.m.) – October 14, 2020
- 12) Adjourn Meeting (8:35 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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CARVER COUNTY

Draft Meeting Minutes August 12, 2020

Members Present: Gerald Bruner, Jim Boettcher, Scott Welvaert, Gary Van Eyll, Mark Lagergren and Commissioner Lynch

Staff Present: Marty Walsh, Sam Pertz, Connie Keller

Park Tour: Delayed until after the meeting due to rain.

Call to Order: Bruner called the meeting to order at **(6:52p.m.)**.

Approval of Minutes: **(6:52p.m.)**
Van Eyll motioned to approve the minutes of the June 10, 2020 meeting .
Welvaert seconded the motion.
Motion passed 5 to 0.

Additions/Deletions to the Agenda: **(6:52p.m.)**
Deleted from agenda, the 2021 Fee Schedule.

Approval of Agenda: **(6:53 p.m.)**
Boettcher motioned to approve meeting agenda.
Bruner seconded the motion.
Motion passed 5 to 0.

Commissioner Liaison Report: **(6:54 p.m.)**
Commissioner Lynch stated that park looks good and staff has worked hard to get this project going. He also stated that we have a long way to go to have the park the way we want it, but thinks it will look amazing once we accomplish everything we need to do. He also stated that we will probably have some criticism and to be ready for that.

Open to the Public: **(6:55p.m.)**
None present

New Business **(6:55p.m.)**

a. Permit Requests

i. NYA High School Cross Country Meets

Staff shared with park commission members that these permits are on the agenda and not a consent item due to the new protocols required due to COVID19. Staff shared the general information for this event that it has been held at the park over the last 20 years. The event usually attracts a large number of spectators. Staff stated that this year they are proposing to hold 4 smaller events at the end of August, in September and early October which would consist of 3 teams at each of the meets. Staff also shared that the event could not have more than 250 at the event and no more than 25 people could be in any one area at a time. Staff and Lagergren shared on how they would work to meet these requirements. Staff stated that this group does use a large part of the park for these cross-country events. Staff stated that the group needs to have a preparedness plan which was shared with park commission members and staff believes it covers everything that is required. Staff stated that the athletes will be required to wear face masks in the start area and can be removed if they are not able to wear during the race.

Staff believes that the appropriate precautions have been applied to plan for a safe event for the student athletes. Fees for the event will be charge as reflected in the 2020 fee schedule.

Lagergren stated that school staff have met with park staff and the county four times while working on the preparedness plan to meet the county's requirements. He stated that they will make sure people are social distanced and not have any unnecessary fans out to the park which would include parents. Staff stated that they may require having a control point to help with who is coming into the park and how the number of people in the park is managed.

It is requested that the park commission recommend issuance of a special event use permit to ISD 108 Central Schools to the County Board for permit issuance with further review & guidance by County Public Health.

Van Eyll moved to recommend the issuance of the permit.

Boettcher seconds the motion.

Motion passes 4-0.

Lagergren abstained from vote due to conflict of interest.

Questions or Comments:

Lynch stated whatever we do we may be criticized. As much as we prepare, things could change. He also stated that maybe the event could be live streamed form start and finish. Lagergren stated that they have discussed having that as a possibility, but sometimes this causes issues also. Discussion was had on having this event.

Bruner asked if the athletes and coaches have to sign a waiver in case they get sick. Staff stated that the County does not require waivers for these events. Lagergren stated that not at this point, it is not required by the school district. Staff indicated that possibly this might be something we will need, but we have not gotten direction form our attorneys that it is recommended. Staff also stated that the permit requires that the person obtaining permit needs to provide the County with insurance certificate. Staff stated this is the first special event permit sense COVID19, everything else has canceled.

Lagergren stated that staff has done a great job with helping this event to go forward.

No Other questions or comments

ii. Dave Daubert Speed Walking Marathon

Staff shared that this event has been permitted for the last three years which is a competitive speed walking marathon. Staff shared that the event goes from CR 155 to Lester Prairie in Mcleod County. Staff shared that no more than 250 people for the event and no more than 25 in one area. Daubert has informed staff at this point they are under the 25 people who have registered for this event. Staff stated that they don't have exclusive use of the trail. The duration of this event is about nine-hours. Staff stated that they have insurance and have not had any issues with this event and they too have provided us with a preparedness plan. The permit fee is applied according to 2020 fee schedule.

Staff is requesting that the Park Commission recommend issuance of a special event use permit to the group to the County Board for final approval and further review and guidance by County Public Health.

Lagergren moved to recommend issuance of the permit.

Welvaert seconded the motion.

Motion passes 5-0.

Questions or Comments:

Van Eyll asked if there were any problems with this group using the trail with other trail users; staff stated they have asked the group to have warning signage that there is an event going on and have not had any issues or any comments about trail use by this group. Staff stated that they start at 7:00am in the morning. Staff stated that Mayer Lutheran has been there starting point in past and going west toward Lester Prairie.

Questions were asked if they have portable restrooms at different location; staff stated that they have requested 6 and we are working on where the placement would be.

No Other Questions or Comments

Staff Reports: (7:36 p.m.)

a. TH5 Arboretum Regional Trail Connection

Staff stated the contractor has mobilized to the site. We held a groundbreaking ceremony and project is under way.

b. Lake Waconia Regional Park Tour (7:50p.m. – 8:35p.m.)

During the tour of the park, staff shared the concept boards with the park commission members on what things might look like with special events using the park and location of future buildings/shelters as well as location of a future playground. Commissioners toured the beach area, the DNR boat landing. Staff shared that the trails that come through the park are 12ft wide and the reasoning. Staff stated that the contractor still has some more landscaping to finish. The final lift of paving in the parking lots might not be finished until September along with some smaller items that need to be finished.

c. Coney Island

Staff stated that the island is just about ready to open, still working on a few more details relating to signage and some tidying up of areas. Picnic tables are to be brought out to the island and junk hauled off. Once we get that done, there will be a soft opening. Staff stated that they will take the press out to the island and point out that there are still hazards on the island. This is to make people aware that there are still things out on the island that could cause someone to get injured if they go off the trails.

Staff commented that they will have a grand opening of the main park and island next year.

d. Park Operations

Staff stated that the lifeguard's services will end on August 23rd then it will be swim at your own risk. After Labor Day we will then remove the swim lines and buoys. We will get communication out for that with signage and handouts.

Staff shared that capacity numbers for the shelters and community room have changed to just 10 people in community room and 25 for our outdoor shelters. This is a change from our last meeting in June. These numbers have change after review of attorney's office and public health.

Staff shared that next month a permit will be coming for a group that is looking to use the campground, community room and shelter in late October.

Staff shared that rec services are working on fall items with public health for indoor activities.

Staff is also working on programming to offer canoe, kayak and sup board trips to go out to Coney Island. The Waconia Conservation club may come to the island for another site stewardship program.

No questions or comments

Commission Member Reports: (7:44 p.m.)

Boettcher stated that he attended the TH5 Regional Trail groundbreaking, said there is great energy around this trail, and it was exciting to see.

Bruner stated his viewpoint around the primary elections and stated that one of the candidates is a proponent of parks in the county.

Next Meeting Date: (7:46 p.m.)

Next meeting will be on September 16, 2020.

To be held at the Public Works building in Cologne.

Adjourn Meeting: (7:47 p.m.)

Boettcher motioned to adjourn the meeting.

Van Eyll seconded the motion.

Motion passed 5 to 0.

Tour of the park took place after general meeting.



MEMO

TO: Members of the Park Commission

CC: Martin Walsh, Parks & Recreation Director

FROM: Sam Pertz, Parks & Recreation Supervisor

SUBJECT: Doug Meyer Wedding Reception & Family Camping Event

DATE: September 4, 2020

This memorandum outlines the pertinent details for review and recommendation for issuance of a Special Event Use Permit to local patron Doug Meyer whom has interest in holding a weekend wedding reception family function at Baylor Regional Park.

Doug Meyer Wedding Reception Event

- Date(s): Wednesday October 14 – Tuesday October 20, 2020
 - Specific event dates: Friday 16 – Sunday 18
 - Other dates are for event preparatory items and wrap-up items
- Where: Baylor Regional Park, Camden Township
- What: Family function, wedding reception and camping
- Attendance: Per Executive Order, attendance maximum of (250) people is applied, where no more than (25) people gathered in one area. Permittee expects (per invite) 100-150 people total. A portion of that total has reservations in the campground for a Friday – Sunday stay.
- Impact on Baylor Regional Park: The permittee has requested to reserve all (50) sites in the campground, the Community Room for three days and the Prairie Shelter for Saturday. It is not typical that exclusive use of the campground is provided. Staff are comfortable with this scenario for the reasons of it being our last camping weekend of the 2020 season (which can be hit or miss with use due to weather) as well as equitable opportunity to book a campsite has been provided as reservations for this particular weekend have been available since October of 2019. The permittee has also requested to set-up large event tent(s) on the park grounds, this will allow for better physical distancing under COVID19 protocols. The tents will be erected in coordination with park maintenance to avoid underground utilities.
- Required Permit Items Obtained & Reviewed: Yes, process underway.
 - Events under COVID19 are required to prepare and execute a site & operations preparedness plan (see draft plan attached)
 - The Special Use Permit will be partially contingent on the review and approval by the County Public Health Department.
- Significant Elements/Items of Attention: These events will be the first special events on County Park property since the COVID19 pandemic. Appropriate operational controls and preparedness items are described in the plan. However, there is some level of risk of exposure for attendees at the event.
- Permit Fees: Applicable fees per the 2020 County Fee Schedule include camping rates (permittee has reserved all 50 sites), Community Room rental, picnic shelter rental, special event use permit application processing.
- Years with County Issued Use Permit: NA (1st and only event)
- Staff Notes: This will be the largest social/family event authorized since COVID19. Staff believe the

permittee will apply and adhere to the requirements of the State and County which are generally reflected in the event preparedness plan. The event is likely to be a gauge for the Department in terms of future family/social events of this size.

Recommendation: It is requested that the Park Commission recommend issuance of a Special Event Use Permit to local patron Doug Meyer, and onto the County Board for permit issuance with further review & guidance by County Public Health experts as necessary.



CARVER COUNTY



Carver County

Parks

11360 Highway 212 West, Suite 2

Cologne, MN 55322

MEMO

TO: Members of the Park Commission

CC: Marty Walsh, Parks Director

FROM: Sam Pertz, Parks & Trails Supervisor

SUBJECT: 2021 Parks Department Service for Fee – Proposed Schedule Changes

DATE: September 3, 2020

Recommendations have been prepared for adjustments and updates to the Parks Department services for fee schedule for the 2021 calendar year.

In summary, staff is recommending slight increases to several fees for services in higher demand such as camping, shelter rental and outdoor recreation services. The full 2021 recommendations are shown on the attachment and rationale below.

General Camping:

For the past two seasons general camping fees have remained the same. Generally, our camping rates as compared to other similar agencies are currently lower.

For 2021 staff recommend a \$2.00/night increase to all camping site rates. Additionally, staff recommend a pricing strategy for the mid-weekdays of Sunday – Thursday that promotes increased use and camping reservations. Mid-week campers would be eligible to stay 1 night free in either a 2- or 3-night paid scenario.

Picnic Shelters:

For 2019, the Parks Department implemented a new fee structure for rental of day-use picnic shelters. Picnic shelters were grouped based on level of service/amenities offered. Rates associated to each grouping did increase from 2018. With the elimination of park entrance fees in December of 2019, this year was the first where shelter reservations did not include an entrance/vehicle permit fee. As a result, in 2020 shelter rental rates were carried over from 2019. Staff completed a comprehensive benchmarking analysis for day-use picnic shelters, both local market (mostly municipal park agencies) and similar agencies within the regional system.

Increases are shown in the "B Flight" (Beach Shelter at Baylor RP) of \$25.00 for weekday and weekend reservations. Staff recommend consistent annual increase until rates are aligned with benchmark indicators.

Outdoor Recreation Services:

The previous fee structure and invoicing methodology was ~5 years old. While that system accounted for direct expenses for the service, as our recreation services have grown in demand and in season to season complexity, our fee structure needed updating.

As recreation services have matured, staff recognized that private and contracted bookings are generally the same scenario. The 2019 and 2020 hourly rate for instructor time is recommended to increase from \$13.00 to

CARVER COUNTY

\$14.00 per hour. This rate was largely determined by the blended hourly wage rate for the outdoor instructor work group. For contracted bookings, a basic multiplier of two is suggested as staff began to study the relationship between costs and revenue recovery. For the past couple years, a ratio of 2:1 (revenue to instructor labor expense) has been identified. Staff have begun to utilize this information in preparation of a draft cost recovery model for the service. For agency partnership(s) programming and events, it is desired by staff (of both agencies) to simplify the revenue sharing calculation. A standard 75/25 (Carver County/Agency Partner) percentage split of gross revenue is shown. There are currently two examples of different percentage splits, depending on what specific factors a partner agency might identify.

Misc. Fees:

A handful of miscellaneous fees are shown for recommended change in 2021. Increase in firewood; stand-up paddle board, canoe and kayak rental(s); and personal (non-motorized) watercraft seasonal storage are suggested due to comparisons in market rates.

*See attachment the proposed 2021 fee schedule. Items in red represent adjustment from 2021. Rates shown are compared against both general market rate and "like-agency" rates. Additionally, staff considered what changes were made to the schedule in recent years, attempting to avoid increases on consecutive years unless otherwise warranted.

Recommendation: It is requested that the Park Commission recommend approval to the County Board the proposed changes to the Parks Department 2021 fee schedule.

Parks

(RF- Reservation Fee)

Baylor Park Fees (Specific)	
Baylor Historic House	
Damage Deposit	\$200
Monday-Thursday Group Rental	\$125/night + RF
Friday-Saturday and Holidays	\$175/night + RF
Camp Site Fees	
Utility Campsite	\$2830/Night/Site
Primitive Campsite	\$2022/Night/Site
Full Hook-Up Campsite	\$3840/Night/Site
Cancellation Fee	\$5 Per Site/Night
Long-Term Camping-Mid-Week Camping Special Rates	<u>Buy 2 nights and get night 3 free OR buy 3 nights and get night 4 free.</u>
Utility Site	<u>*Promotion eligible Sunday – Thursday, excluding holidays. Promotion must be referenced at the initial time of reservation.</u>
Primitive Sites (Applied @ 6 or more consecutive days)	<u>\$221/night</u> <u>\$186/night</u>
Community Room	
Facility Rental Only	\$175/Day + RF
Organized Group Rate	\$100/Day + RF
Damage Deposit	\$50
Cancellation Fee	See Cancellation Structure Below
Campground Commodities	
Ice: Bag/Block	\$2/\$3 Respectively
Firewood	\$65/Ea.
WiFi Connection @ Campsite in Campground	\$5/Day
Dump Station	\$15/Use
Lake Waconia Regional Park Fees (Specific)	
Lake Waconia Event Center (WEC)	
Damage Deposit	\$500/Reservation
Down Payment for Reservation	\$500/Reservation
Confirmation	\$150/Day + \$20/Hour for Required Staffing
Facility Access Prior to Event	Time
Facility Rental	\$1,000/Day
Building Attendant	\$20/Hour/Staff
Sheriff/Security Personnel	Current Sheriff Off Duty Service Fee (see "Sheriff Off Duty Services" for current rate)

Commented [SP1]: Recommend removal from Fee Schedule for 2021. Service never materialized, facility now planned for employee work space.

Early Set-Up Fee (Day of Event) Additional Trash/Recycling	\$80/Four Hours (4 Hour Minimum) Cost of Service + 10% Administration Fee
Park System Fees (General)	
The following rates are available to groups meeting requirements outlined in Ordinance No. 30:	
Group Camping (Organized groups of Scouts, Churches, Edu./Athletic Teams, etc.)	Rates shown are per day & night combo 1-25 People: \$37 26-50 People: \$75 51-100 People: \$150
Picnic Shelter(s) in Flights B & C (See below)	Weekday: \$20 + RF, Weekend: \$40 + RF
Ordinance Violations	
Violation Fees Violation of Chapter 91 of Ordinance 72 of the Carver County Code of Ordinances	\$20 + \$10 Court Filing Fee (plus state fees)
Photography & Videography Permits	
Annual Professional Photography Permit	\$225/Year
Commercial Business Permit	\$400/Day
Graduation/Wedding	\$25/Hour
Monday - Thursday	\$50/Hour
Friday - Sunday	\$200/Day
Video Shoot	\$500/Day (Minimum)
Atypical Video Shoot	
Park Shelter Rentals:	
Park Shelter "Flights"	
A: #5	A: Weekday: \$150 + RF, Weekend: \$225+RF
B: Beach	B: Weekday: \$75 50 + RF, Weekend: \$125 00 +RF
C: #2, #3, #4, Prairie	C: Weekday: \$40 + RF, Weekend: \$80 + RF
Group Reservations w/Overnight Use of Shelter #5	(Only Monday-Sunday & Holidays) \$50
Shelter Cancellation Fee	See Table Below for Cancellation Procedure & Fees
Group Damage Deposit	\$100/for Damage and/or Excessive Clean-Up
Reservation Fee	\$8
Concession/Vending Fee	As Negotiated
Recreation and Educational Programming	
Contracted Recreation Service	\$143.00/Instructor Labor Hour/Instructor assigned <i>For recreation program fees for contracted</i>

	<i>activities, and partnership programs, see Attachment B.</i>
Rental Equipment	
Archery Equipment	\$75/Day (+ replacement cost if applicable)
Canoe	\$108/Hour
Personal Watercraft Storage	\$7060/Season
Cross Country Ski Equipment Rental	(Fee for package of skis, poles & boots)
Adults	\$6/Hour
Children (under 15 years old)	\$5/Hour
Disc Golf	\$5/ (+\$5.00 replacement cost if applicable)
GPS Units	\$5/Two Hour(s)
Paddle Boat	\$7/Hour
Portable Fire Ring	\$15/Reservation Request
Snow Shoes Equipment Rental	(Fee for package of snowshoe & pole)
Adults	\$6/Hour
Children (under 15 years old)	\$5/Hour
Standup Paddle Boards	\$2015/Hour
Kayak	\$15/Hour
Open Play Space/Field Facilities	\$7.50/Game or Practice
Special Event Permits and Event Services	
Application Fee for Special Use Event Permits	\$150 per application
Requirement of Facility Rental	See shelter rental rates above
Additional Services Requests	\$35/hr/employee
Public Fireworks Displays	Exempt
Edu. Agency Endurance Events - Summer	\$25/team
Edu. Agency Endurance Events - Winter	
Monday-Thursday	\$25/Team
Friday-Sunday	\$30/Team
Outside Vendor Services	
Portable Toilets	Each item is actual cost/unit "X" number required, + 10% administration fee.
Portable Sinks	
Additional Trash	
*Number required based on event size	*If the County has a service provider under contract for these services, Permittee is required to use the County's provider.
Concession/Vending Fee	As Negotiated/By Agreement
Reservation Cancellation for Park Facilities:	

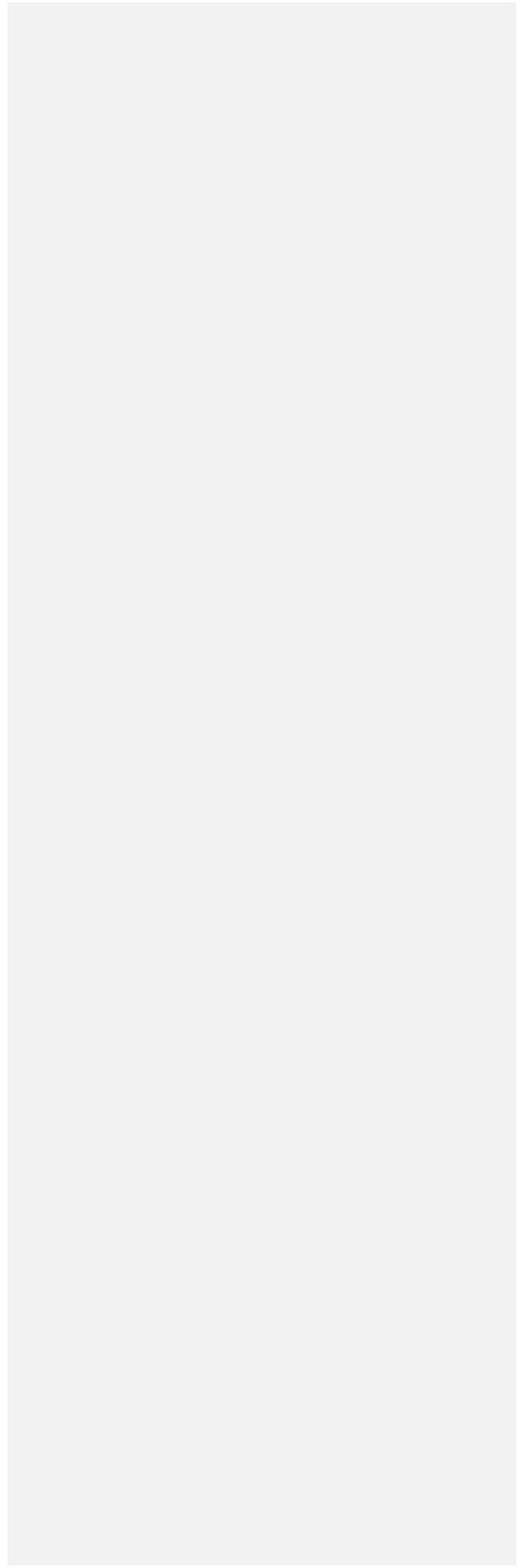
Commented [SP2]: Recommend removal from Fee Schedule for 2021. Service never materialized.

Commented [SP3]: Recommend removal from Fee Schedule for 2021. Service never materialized.

Cancellation based on Customer request for Facilities of: All Park Picnic Pavilions, Community Room and Lake Waconia Event Center. *Outdoor Recreation Programs/Services utilize this cancellation structure as well. **Camp Site Cancellations follow as outlined above.

- 31+ Days Prior to Reservation/Event: 100% Refund Issued
- 15-30 Days Prior to Reservation/Event: 75% of Refund Issued
- 8-14 Days Prior to Reservation/Event: 50% Refund Issued
- 0-7 Days Prior to Reservation/Event: 0% Refund Issued

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Carver County Parks Outdoor Recreation Programming Fee Matrix 2021

Contracted	Partnership																			
<p>Examples: Private birthday parties, scout/non-profit group(s), childcare programs, City events, corporate groups, other.</p> <p>Program Fee: Equals Instructor time (\$14/Hour) x2. The x2 multiplier accounts for equipment replacement, administrative time and instructor drive time to/from the Parks Office.</p> <p>A total of 1.5 hours of time will be added to each program booking accounting for set-up and tear-down time.</p> <p>In general, 1 Instructor will be required for every 10-15 participants with a minimum of 2 Instructors for water-based programs.</p> <p>Examples:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="padding: 5px;">Program Length:</th> <th style="padding: 5px;">Number of Instructors:</th> <th style="padding: 5px;">Cost:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">2 Hour</td> <td style="padding: 5px;">1</td> <td style="padding: 5px;">\$98</td> </tr> <tr> <td style="padding: 5px;">2 Hour</td> <td style="padding: 5px;">2</td> <td style="padding: 5px;">\$196</td> </tr> <tr> <td style="padding: 5px;">4 Hour</td> <td style="padding: 5px;">1</td> <td style="padding: 5px;">\$154</td> </tr> <tr> <td style="padding: 5px;">4 Hour</td> <td style="padding: 5px;">2</td> <td style="padding: 5px;">\$308</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; background-color: #4F81BD; color: white; margin-bottom: 5px;"> Environmental Education for School Groups** </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr style="background-color: #4F81BD; color: white;"> <td style="padding: 5px;">\$14 Per Hour/Instructor Needed</td> </tr> <tr> <td style="padding: 5px;">Pond Study</td> </tr> <tr> <td style="padding: 5px;">Maple Syrup Tours</td> </tr> <tr> <td style="padding: 5px;">Nature/Night Hike</td> </tr> </table>	Program Length:	Number of Instructors:	Cost:	2 Hour	1	\$98	2 Hour	2	\$196	4 Hour	1	\$154	4 Hour	2	\$308	\$14 Per Hour/Instructor Needed	Pond Study	Maple Syrup Tours	Nature/Night Hike	<p>Examples: Public programming offered with local City Park and Recreation Departments, Community Education & School Districts and other County Organizations/Departments (example Carver County Historical Society).</p> <p>Gross revenue is split 75% for Carver County Parks and 25% for the Partner Agency, assuming that Carver County provides all Instructor staffing. (If not, Instructor time “cancels out” at a 1:1 ratio if partner provides staffing)</p> <p>If either partner must purchase more than \$50 worth of supplies/services, then that cost comes off the top of the revenue before the split and is added onto that partners total reimbursement.</p> <p>Previously Arranged Agreements: Waconia Community Education: split is 80/20% but there is no reimbursement for purchased supplies ISD 112 Community Education: split is 72/28%, but costs are still reimbursed.</p> <div style="text-align: center; margin: 20px 0;">  </div> <p>Parks Department Contact Public Works Building 11360 Hwy 212, Suite 2 Cologne, MN 55322 (P) (952)466-5250 (E) parks@co.carver.mn.us</p>
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