



CARVER COUNTY PARKS

11360 Highway 212 West, Suite #2
Cologne, MN 55322
Phone (952) 466-5250 Fax (952) 466-5223
www.co.carver.mn.us/parks

Division of Public Works

11360 Hwy. 212 West, Suite #1
Cologne, MN 55322
Phone (952) 466-5200
Fax (952) 466-5223

Carver County Park Commission Regular Meeting

Wednesday, September 9, 2009

Conference Room #3

Public Works Headquarters Building
11360 Hwy 212 West
Cologne, MN 55322

Regular Meeting 7:00 p.m.

Agenda

- 1) Call Regular Meeting to Order (7:00 p.m.)
- 2) Roll Call (7:01 p.m.)
- 3) Approval of the August 128, 2009 Regular Meeting Minutes (7:02 p.m.)
- 4) Additions or Deletions to the Agenda (7:03 p.m.)
- 5) Approval of Agenda (7:04 p.m.)
- 6) Commissioner Liaison Report (7:05 p.m.)
- 7) Open to the Public (7:10 p.m.)
- 8) New Business (7:15)
 - a. Request by Peter Miller to Fund Raise for playground equipment at Lake Waconia Regional Park
 - b. Waconia Chamber of Commerce Application 2011 Governor's Fishing Opener
 - c. Metropolitan Council's Regional Policy Plan Update (Marty)
 - d. Legacy Forest and Park Donation Program (Lenny)
- 9) Staff Reports (8:40 p.m.)
 - a. Events, Activities (Lenny)
 - b. Regional Park Foundation Update (Marty)
- 10) Commission Member Reports (8:50 p.m.)
 - a. Equestrian Sub Committee
- 11) Set Next Meeting Date (8:55 p.m.)
 - a. Summer Park Tour Location
- 12) Adjourn Meeting (9:00 p.m.)

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

Minutes

August 12th, 2009 Regular Meeting

- Members Present:** Myron Karki, Jerald Moja, Thomas Hermann, Neil Wingert, Richard Tieden, Jeff Conklin
- Staff Present:** Marty Walsh, Lyndon Robjent,
- Public Present:** Carol Dunsmore
- CALL TO ORDER -** Wingert called the meeting to order at 7:45 p.m.
- MINUTES -** Karki motioned to approve the July minutes. Moja seconded the motion. Motion passed 6-0.
- AGENDA-** Conklin motioned to approve the agenda. Karki seconded the motion. Motion passed 6-0.
- LIAISON REPORT-** Commissioner Lynch was unable to attend.
- OPEN TO THE PUBLIC-** Walsh explained that Mr. Peter Miller is listed on the agenda under open to the public. However, Mr. Miller called earlier and would not be able to make today's meeting. Walsh went on to explain that Mr. Miller had contacted him regarding possibly organizing a fund raising activity for the playground at Lake Waconia Regional Park. Walsh stated that Mr. Miller is planning to be at the September meeting of Park Commission. Walsh also recommended that the Park Commission ask Mr. Miller to further refine a fundraising program for the project outlining the activities being planned, who would be contacted, address any public recognition of his work or the donation of others to the project, provide a funding goal to be applied to the playground, and work with park staff in the development of the fund raising activity. When the fundraising program is developed, the Park Commission would review it prior to making recommendation to the County Board.
Karki suggested contacting the City of Waconia to determine if they have an interest in working with the County on fundraising for the playground.

OLD BUSINESS

- a. Equestrian Sub Committee

Walsh reported that information about development of a Horse Trail Subcommittee of the Park Commission was sent to County Administration and forwarded to County Board Members. County Board members had until August 7, 2009 to

respond with any suggestions concerning the development of the committee. At this time, staff is proposing to move ahead with the solicitation for members. The following bullet points define the work program.

- Provide analysis of existing horse trails in the county and those horse trails in close proximity
- Obtain data on usage of horse trails
- Make site visits to several equestrian trails
- Meet with agency representatives about horse trails to gain better understanding of issues, use of and sustainability of equestrian trails
- Develop criteria which would help to identify possible future equestrian trails
- Set a timeline for work to be completed and report back to the park commission

The deliverable the committee is to bring back to the park commission is criteria which would help to identify possible future areas for equestrian trails.

Commission members and Dunsmore set the following schedule. Applications for interested individuals to serve on the Equestrian Trail Subcommittee are due by September 10, 2009. The Committee selection members of Karki, Tieden and Dunsmore to meet 7:00 p.m. Tuesday, September 15, 2009 to review application and select committee members. First meeting of Committee is Tuesday, September 29th at 7:00 p.m.

b. 2030 Comprehensive Plan

Walsh reported that the revised Parks Open Space and Trails Plan is planned to be distributed to the County townships for their review. This version of the Comprehensive Plan follows the direction provided by the County Board to staff making adjustments to the plan. Primary adjustment included the removal of the Crow River Regional Park search area, removal of the Alternative Development Track, a negotiated approach to land preservation, mapping work and language pertaining to conservation corridors.

STAFF REPORTS-

a. Dakota Rail Regional Trail

Walsh provided a draft site plan for the trailhead facility in Mayer. Walsh noted that the consultant would be providing another draft in the near future for review.

NEXT MEETING – September 9th, 2009 at the Public Works Headquarters Building in Cologne.

ADJOURN - Meeting adjourned at 9:15 p.m.



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DIRECTORS REPORT

September 9, 2009
PARK COMMISSION MEETING

To: Members of the Park Commission
From: Martin Walsh, Parks Director
CC: Lyndon Robjent, County Engineer
Tim Lynch, County Commissioner
Date: 9/2/2009
Re: September 9, 2009 Park Commission Meeting

New Business

A) Request by Peter Miller to Fund Raise for playground equipment at Lake Waconia Regional Park

As was reported at the August 12 meeting of the Park Commission, Mr. Peter Miller made contact with the Parks Department and is proposing to develop a fundraiser for playground equipment at Lake Waconia Regional Park. He is aware that we have a park master plan which identifies the playground area in the park and would like to work to raise funds to achieve the development of the playground consistent with the park master plan and concept plan for the playground.

He is seeking preliminary approval to begin planning a number of events which could generate funding for the project.

Mr. Miller's desire to create funds for the playground is a fantastic opportunity. An outline or fundraising program needs to be further developed before a recommendation is forwarded on to the County Board for consideration.

At this time the proposed fundraising activity for a playground at Lake Waconia regional Park is in concept stage. Mr. Miller wants to be sure that the work that he is considering doing to raise funds for the playground is done in a way that would meet with the County's approval.

On Wednesday, August 26 I meet with Mr. Miller to further discuss possible fundraising for the Lake Waconia Regional Park Playground. We talked about the need to develop a well defined outline of the fundraising activities. Specifically we talked about collaborating with other be it service groups or other individuals, defining exactly what playground equipment would purchased, publicity, and recognition of the donors. He also presented a preliminary outline for a golf tournament to be held a Bluff Creek Golf Course.

Recommendation:

The Park Commission should ask Mr. Miller and staff to further refine a fundraising program for the project outlining the activities being planned, who would be contacted, address any public recognition of his work or the donation of others to the project, provide a funding goal to be applied to the playground, and work with park staff in the development of the fund raising activity. When the fundraising program is developed, the Park Commission would review it prior to making recommendation to the County Board.

B) Waconia Chamber of Commerce Application 2011 Governor's Fishing Opener

Please see attached Memo from Lenny Klevan Schmitz. Kellie Sites, President of the Waconia Chamber of Commerce will be attending the meeting to discuss the topic.

C) Metropolitan Council's Regional Policy Plan Update

The Metropolitan Council will be updating 2030 Regional Park s Policy Plan. As a part of the update Regional Park Implementing Agencies will have opportunity to support existing plan elements that are not yet master planned or acquired for parks and trails, add new parks and trail units for consideration, and or reduce possible plan elements that are not yet master planed or acquired for parks and trails. Existing park and regional trail elements such as Baylor, Lake Minnewashta, Lake Waconia, Dakota Rail Regional Trail and the Southwest Regional Trail Connection are a part of the Metropolitan Regional Park and Trail System.

For Carver County, existing plan elements that are supported by the County's 2020, and Draft 2030 Comprehensive Plans and the current 2030 Regional Park Policy Plan but are not yet acquired or master planned include:

- Miller Lake Regional Park
- Minnesota River Valley Bluff and Ravine Regional Park
- Expansion to Baylor Regional Park
- Expansion to Lake Waconia Regional Park – Coney Island
- Seminary Fen/Minnesota Bluffs Regional Trail Expansion
- TH 5 Regional Trail
- TH 101 Regional Trail
- Lake Waconia Trail (Connection to the Dakota Rail Regional Trail)
- Twin City Western Railroad Regional Trail (not graphically mapped in Draft 2030 County Comp Plan)

Regional Park Policy Plan elements that are supported by the Draft 2030 County Comprehensive

Plan and 2030 regional Parks Policy Plan but not yet acquired or master planned include:
include:

- Western Carver County Trail (Alignment not determined)

Regional Park Policy Plan elements that are supported by the 2030 Regional Park Policy Plan and conceptually consistent with the Draft 2030 County Comprehensive plan include:

- Waconia to Carver Trail

Possible New Regional Park Policy Plan elements supported by the 2020 comprehensive Plan and Draft 2030 Comprehensive Plan

- Union Pacific Rail line

Possible New Regional Park Policy elements supported by the 2030 County Comprehensive Plan include:

- Lake Waconia - Carver Park Reserve Trail
- Arboretum- Lake Minnewashta Trail
- Extension of Minnesota River Bluffs Regional Trail

Recommendation:

The park commission will review the above park and trail elements over the next few months for consideration of inclusion in the updated 2030 Regional Parks Policy Plan and make recommendation to the County Board on new units, reduction of units, and continued support of other units. The Metropolitan Council will be update its policy plan and adopt a revised plan by the end of January 2010.

D) Legacy Forest and Park Donation Program

Please see the memo from Lenny Klevan Schmitz proposing a policy allowing gifts to be accepted by Carver County Parks. As outlined in the memorandum, the Parks Department does not have a policy pertaining to receiving gifts. Many park departments have a policy which allow for charitable contributions to be received in a way that is manageable by the agency. As mentioned in the memorandum the proposed policy directs contributions to trees and potentially needed equipment or other items that we would be willing to accept. In addition, gifts such as funds received for tree planting can accomplish management objectives of connecting with the public and replacing trees or reforesting areas already planned to be planted or restored.

Recommendation:

The Park Commission should analyze the proposed policy allowing charitable contributions to be accepted by the parks department. Before recommending approval of the policy analysis needs to be provided for any costs which may be associated above and beyond the donation, how much staff time might be attributed to the program, determine how donated funds will be tracked and accounted for, and review any other logistical items such as the certificates, plaques, when they will be distributed, who will be distributing them and signing the certificates if they are to be signed.



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Memorandum

To: Carver County Park Commission

From: Lenny Klevan Schmitz, Parks Coordinator

CC: Marty Walsh, Parks Director
Lyndon Robjent, Director of Public Works

Re: 2011 Governors Fishing Opener on Lake Waconia

The Waconia Chamber of Commerce along with its members is planning to submit a proposal to Explore Minnesota to host the 2011 Governors Fishing Opener on Lake Waconia Regional Park. Some of the benefits of being the host community for this event as indicated by Explore Minnesota are:

"Each year over 125 media representatives attend the Minnesota Governor's Fishing Event. It is estimated that over \$600,000 in media exposure is gained each year directly related to the event and the host community. In addition to the immediate exposure, media representatives use the information about the area from their attendance at the event for articles and reports in the future."

"Other benefits identified by past host communities include an increase in lodging receipts during a slow occupancy period, the development or enhancement of community pride, and the awareness of the community to public officials."

The Governors Fishing Open is much more than a one day event for the hosting community. The entire event would run from Thursday May 12th, 2011 – Sunday, May 15th, 2011. Based on my conversation with Kellie Sites, Chamber President, the main contribution they would need from Carver County and the Parks Department is permission to utilize Lake Waconia Regional Park for several of the events over the weekend because of its size and proximity to Lake Waconia. With an event of this size there certainly would need to be some staff time to assist in the logistics and coordination of the activities taking place in the park. As part of the event Carver County Parks could be involved with the planning and implementation of a family or child oriented program(s) if it makes sense in the overall program as time and staffing allow. Some of the events which potentially could be hosted at Lake Waconia Regional Park include the Friday Community Picnic and Events (past attendance 800-4000+), Saturday Kids Fishing Clinic/Event and Saturday Shore lunch (500-600 people).

According to Kellie, several of the local businesses have already expressed interest in participating in the event including the Lake Waconia Event Center which would be an ideal location for the larger events and obviously very close to the park and lake.

Below is a sample event schedule for the Governors Open

Sample 2011 Minnesota Governor's Fishing Opener Event

Thursday, May 12

Registration	3:00 p.m.-9:00 p.m.	Headquarters
Fishing Host Appreciation Dinner	6:30 p.m.	

Friday, May 13

Registration	8:00 a.m. – 9:00 p.m.	Headquarters
Governor's Radio Show	9:00 a.m.-10:00 am	

(Shown are activity samples. The host community works with EMT to develop events and tours appropriate for their area. All events and tours must be complimentary to the Governor's Fishing Opener Event guests)

Golf Event	9:30am –3:00 p.m.	Local golf course
Wildlife Refuge Tour	9:00 am. -Noon	
Fisheries Tour	1:30 p.m.-3:30 p.m.	
Community Events & Picnic	4:30-7:00 p.m.	

4:15 p.m. Governor arrives in the picnic area with a short "parade" entrance. The event includes a free community picnic, open to the public with focus on family activities. Some activities have included booths with DNR Minnaqua program (fish identification, fish painting, etc). Most events have included local entertainment on stage. Many times local associations are asked to plan activities (4-H clubs, Lions, boy and girl scouts, etc) There should be no charge to participate in any of the activities.

4:30 Community Program-Community Recognition

A free picnic meal is offered to the public. Locations in the past have been downtown areas, city parks, or other central locations.

5 and 6 p.m. Governor TV live news interviews.

Guest/Fishing Host Pairing Meeting	8:00 p.m.
Guests and Fishing hosts meet to plan their Opening Day strategy!	

Saturday, May 14

Breakfast	5:30 a.m.-8:00 a.m.
Registration	6:00 a.m.-9:00 a.m.

Fishing Send Off Ceremony

Governor Boat	TBD
Lt. Gov. Boat	

Kids Fishing Event	8:00 a.m. – 1:30 pm
Shore Lunch	11:30 a.m-1:30 pm
Traditional Walleye Shore Lunch, fish stories included! Registered guests and local invitations only.	
Governor and Lt. Governor Press Conference	

Fishing Challenge ends	4:00 p.m.
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Celebration Reception	5:30 p.m.
Celebration Dinner	6:30 p.m.
Dinner, and Program. Event and invited guests, planning committee chairpersons	

Sunday, May 15

Breakfast	6:00-8:00 a.m.
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Memorandum

TO: Carver County Park Commission

FROM: Lenny Klevan Schmitz, Park Operations Coordinator

CC: Marty Walsh, Parks Director
Lyndon Robjent, Director of Public Works

RE: Implementing a Legacy Forest and Park Donation Program

Below I have outlined two new programs I would like to suggest we implement. First is the Legacy Forest Program which is intended to allow people to purchase a tree or trees for our park areas in an effort to help landscape and reforest portions of our parks. We have had people inquire in the past about purchasing a tree in memory of a loved one but have not had a formal policy in place, by creating this policy it would not only enable us to more easily accept these donations but also provide a means to begin advertising and promoting the program.

Secondly, it make sense to establish a more formal donation policy and program which will also create an opportunity to promote the idea of donating or giving for park purposes. This could be done through our website, email notifications and annual permit renewals.

Both of these programs would allow the public to be more connected with our park areas by making donations either in the form of a tree, equipment or program sponsorship. This idea then opens the door to the potential of other larger donations like land, park development or equipment purchases.

Carver County Legacy Woodland Restoration Program:

The "Legacy Woodland Restoration" program will assists in the reforesting and landscaping of designated areas with existing County parks. Over time, reforestation and landscape plantings will restore and enhance portions of our county and regional parks to a more wooded landscape. It will also provide habitat for wildlife, improve recreational opportunities and park aesthetics.

"Legacy Woodland Restoration Program" is an excellent way to honor someone close to you or to remember a special occasion such as the birth of a child, a graduation, wedding, anniversary, or some special achievement. It is a way to give lasting recognition to an employee, a client, supervisor, or volunteer. When you have a tree planted to mark a special occasion, a commemorative certificate suitable for framing will be sent to the honoree. You can make a donation to " Legacy Woodland Restoration Program" in one of two categories:

Plant a Tree - For each \$15 donation, Carver County staff will plant a young, native tree in a reforestation area for your special person during a scheduled planting project in our parks. The honoree will receive a card noting the tree planting, which will also be recorded in our permanent "**Legacy Woodland Forest**" log.

Recognition Tree - For a donation of \$150 to \$250, depending on the variety of tree selected, the honoree will receive a certificate commemorating the planting of the tree, and the donation will be recorded in the "honor roll" section of the "**Legacy Woodland Forest**" log.

Restoration Planting Fund - Donations of \$250 or more may be made to the "Legacy Woodland Restoration Program" Restoration Planting Fund. The donor will receive a special certificate or a plaque (donations of \$1000 or more) and the donation will be recorded in the "Special Projects" section of the "**Legacy Woodland Forest**" log.. Funds in the restoration planting fund will be used towards larger planting project at one the regional or county parks in Carver County.

All trees will be maintained for the year by volunteers and park staff. There are not any guarantees to the life of the tree past one year.

Carver County Park Donation Program

The **Park Donation** program assists in the development of quality facilities, programs, and resources throughout the park system. It allows individuals or groups to donate a variety of items including money, specified equipment, materials, or time. Donors may also identify specific programs to receive their donation if they choose. For example, you may direct your donation to be used to purchase land, develop sites, and hire entertainment or nature program performers at any County park. The possibilities are endless; however, some of the more common donated items, along with their cost, follow:

Grills and Fire Rings	\$150 - \$400
Picnic Tables	\$300 - \$600
Shade Umbrella	\$3,000 - \$4,000
Nature Program/ Entertainment	\$150 - \$1,000
Event/Day Camp Scholarship	\$10 - \$150

To make a donation through this program, please contact the Carver County Parks office at 952-466-5250 or print, complete, and mail the Park Donation Form to Carver County Parks, 11360 Hwy 212 West, Suite 2, Cologne, MN 55322.