



CARVER COUNTY PARKS

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Division of Public Works

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Park Commission Meeting **Wednesday, August 10, 2016**

6:00pm

Tour of County Trail Areas
Meet at Public Works Building
11360 Hwy 212
Cologne, MN 55322

7:30p.m.

Regular Meeting Agenda
Meeting Room 1
11360 Hwy 212
Cologne, MN 55322

- 1) Call Meeting to Order, Roll Call (7:31 p.m.)
- 2) Approval of the July 13, 2016 Regular Meeting Minutes (7:32 p.m.)
- 3) Additions or Deletions to the Agenda (7:33 p.m.)
- 1) Approval of Agenda (7:34 p.m.)
- 2) Commissioner Liaison Report (7:35 p.m.)
- 3) Open to the Public (7:36 p.m.)
- 4) New Business (7:37 p.m.)
 - a. 2017 Budget Narratives
 - i. Budget Highlights
 - ii. CIP
- 5) Discussion (8:00 p.m.)
 - a. Parks and Trails Funding
 - i. Planned Projects
 - ii. Percentage Allocation to Connecting People to the Outdoors
 - iii. Equity Took Kit
- 6) Staff Reports (8:25 p.m.)
 - a. Lake Waconia Regional Park Master Planning Work
 - b. Events and Recreation Programs
 - c. MN River Bluffs Regional Trail
 - d. Southwest Regional Trail Connection Master Plan Amendment
- 7) Commission Member Reports (8:40 p.m.)
- 8) Set Next Tour/Meeting Date (8:45p.m.) – Proposed Date September 14, 2016
- 9) Adjourn Meeting (8:50 p.m.)

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

Draft Meeting Minutes July 13, 2016

Members Present: Carroll Aasen, Jim Boettcher, Jim Manders, Gerald Bruner, Ron Trick, Curt Kobilarcsik, Commissioner Tim Lynch

Staff Present: Marty Walsh, Connie Keller, Sam Pertz

Call to Order: Manders, called the meeting to order at **(6:32p.m.)**

Approval of Minutes: **(6:32p.m.)**
Aasen motioned to approve the minutes of the June 8, 2016 regular meeting minutes
Boettcher seconded the motion.
Motion passed 6 to 0

Additions/Deletions to the Agenda: **(6:32p.m.)**
None

Approval of Agenda: **(6:32p.m.)**
Trick motioned to approve meeting agenda
Bruner seconded the motion.
Motion passed 6 to 0.

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

Shared with Park that he has a new grandson

Open to the Public: **(6:33p.m.)**
Dan Andrew, Jeff Aune, R. Schmid, Joe Franson, Gary Burau, Joe Scott, Stan Heldt, Mr. Lubke, Dutin Holmen, Myron Taylor, Michael Daus - All here for New Business Items

New Business **(6:33p.m.)**

A. Parkside Church Request for Utility Easement

Staff stated that the Parkside Church members were requesting a 30' utility easement in a portion of the park, staff shared a map indicating where this easement was located. Staff provided Parkside members an opportunity to present their plan to the Park Commission and staff.

Mr. Daus from Parkside presented to Park Commission what they are looking to do by connecting the Church to City utilities, this connection would be on the southwest portion of park. He stated that the reason on why they need to connect to the City is due to the failure of their septic system. They have now been annexed into the City and that started a timeline of three years to be connected to the City system, they are asking to be granted easement for no cost to the Church. Mr. Daus reviewed the area that would be affected and he stated that the area would be returned its natural state, with the exception of three "clean-out" areas. Mr. Daus stated that the Church has been a good neighbor with the parks, and that some of the parks overflow does impact the Church property. Also stated that the Church is a non-profit organization and that the cost of the hooking up to the City utilities will cost less than the other option and thus a better option for the Church.

Mr. Holmen stated that has a residence on lot 18 that is on the back side of the park and Church property. He wanted to know how far he would have to stay away from that easement; Staff stated that this is something that he

would have to contact the City about. Mr. Holmen also asked about if they are directional borings and Mr. Dausgs stated that they are directional boring the gas main. He stated that his sprinkler system and dog fencing would be affected and wants to know who would pay for that. Staff stated that he would have to contact the City to find out what they will cover.

Conversation was had on the easement and the City limits area.

Mr. Holmen asked about the restoration policy; staff stated at this point we don't have a restoration policy. He stated that he just wants to know what will be replaced; Mr. Dausgs stated that they would try and restore area to what it looks like now and that is why they would like to go with this option because it would be less disruption.

Bruner asked Mr. Holmen if he is opposed to this; Mr. Holmen stated that this seems to be best solution instead of the other option which would be more disruptive.

Kobilarcsik asked about the directional boring; Mr. Dausgs explained the area. Kobilarcsik also asked about minimizing the area affected. Representatives of the Church explained the area in question and why they are using this pitch for the location and using fill would mean a lot of fill. Kobilarcski asked if land exchange has been talked about; Mr. Dausgs explained it is not a consideration at this time.

Bruner asked if option one was the best way to go; Mr. Dausgs stated yes.

Manders asked if the easement was between the two lots; Staff stated that typically 10-15 ft. for utility easement. On the park property they are asking for a 30 ft. permanent easement and an additional 25 feet of temporary easement for construction. Mr. Dausgs stated that there is already a utility easement on the lots.

Aasen makes a motion that park commission recommend to the County Board that Parkside Church be granted a utility easement for sewer, water and natural gas as provided in Option 1 of the feasibility study provided by Otto Associates dated July 14, 2014 and including the natural gas line as depicted on the February 25, 2015 Utility Plan. Additional, it is requested that the Park Commission recommend to the County Board a request to the Metropolitan Council and LCCMR, who have provided funding for the subject property, consent to the easement at no additional cost.

Boettcher Seconds the Motion

All in favor.

Motion passes 6 to 0

Trick asked the homeowner if he is ok with this recommendation; he just like to get clarification on how far away from easement he has to stay; consensus is that he needs to check with City.

No other questions or comments.

B. Carver County Veterans Memorial Registry Request for Site Plan Approval

Staff shared with Park Commission slides on the Carver County Veteran's memorial proposed in the City of Mayer, slides indicted location, and layout of memorial and description of memorial. Staff stated that they had been approved by the Carver County Regional Railroad Authority for site plan, but they have now revised that site plan and location for memorial.

Mr. Haldt & Mr. Taylor who is part of the Carver County Veterans Memorial Committee stated that Mayer Lumber had an issue with the location of the other site plan; Mayer Lumber stated that one of the issues was people using their parking lot for the memorial. Mr. Haldt stated that they have revised the layout of the memorial and redesigned the site which now includes their own parking facilities with a sidewalk to the Dakota Rail Trail. He stated that the monument will be a little further away from the Hwy but visibility is still good. He explained what the monument would look like with a paver garden and that people could purchase a paver with their name and provide a story that would go into a register.

Manders asked if this is a separate parking lot from the trail parking; Mr. Haldt stated yes and staff shared a map with the layout of monument in regards to the trail and parking lot for trail. Mr. Haldt stated that they will not cross the trail to get to their memorial. They hope to have a sidewalk along the Hwy 25 side so they can have school groups and other groups come out to view the memorial by bus or motor coach.

Trick asked what the difference was in the Carver County Veterans Memorial and the other memorials in the different cities in Carver County. Mr. Haldt stated that memorials in the cities honor local veterans and/or firefighters. This memorial is for any person that has served in the military; they can purchase a paver and enter their story into the registry. There are no boundaries on who can be included. It is called Carver County Veterans Memorial and Registry because it is in the county and the County Commissioners have given verbal approval to put by the trail property.

Mander's asked about how big of an area this memorial is; Staff stated about one acre.

Manders asked if they have a conversation with the lumber yard on new layout; Mr. Haldt stated yes and they are happy with it.

Kobilarcsik makes motion to recommend approval to the County Board of the general layout (Site Plan) with the following contingencies.

- Documentation is provided of MNDOT's concurrence for continuing the entrance onto MN TH 25 and related parking lot.
- Sufficient grade and or storm water conveyance system is provided to adequately drain the site.
- It is requested that CCVMR provide a revised grading and site plan with noted changes before seeking a recommendation to construct the monument.

Boettcher Seconds the Motion

All in favor.

Motion passes 6 to 0

Manders asked about the timeline for the project; Mr. Haldt explained the next steps with approvals, and working with granite person and hope to turn ground this fall by putting in foundation for monument and place monument next spring. Phase two would be paver gardens and that would be on-going.

Staff shared the process for long term leases with the Regional Rail Authority process and how we would need to get approvals from consenting partners. Once we had that we would move forward with a maintenance agreement.

No other questions or comments.

C. Island View Golf Course Presentation on Lake Waconia Regional Trail Alignment

Staff shared with Park Commission the background of the Lake Waconia Regional Trail that goes up toward Island View Golf Course, staff stated they are in the process of completing this application and had reached out to the golf course about the trail and they stated that they have concerns about the alignment.

Staff stated that the grant application will be submitted on Friday and that the project would be a future project could be about 5 years, we probable will hear back after the 1st of year to see if we get funds.

Representatives from Island View Golf Course Mr. Scott and Mr. Bureau shared with the Park Commission their thoughts on the alignment of the trail and their concerns of trail crossing Co Rd 92 by their driving range and the rest of the trail being on the east side of road and how that would impact the golf course, and the cost of relocating items on the golf course. They fully supported the trail on the west side of Co Rd 92 and they stated that they do own property of the west side of the road.

Staff shared the alignment from the park to Co Rd 92; staff stated from a user prospective being on the west side of Co Rd 92 would be a nicer ride, but after talking with engineers there would be an ability to cross closer to golf course. The ultimate plan would be to connect this trail to the Dakota Rail Trail, which would loop around the lake and back to Waconia. This portion of the trail is a first phase to the trail that would lead up to the Dakota Rail Trail.

Mr. Scott shared again that he did not support the crossing and feels the trail won't bring people into the golf course and or restaurant and more concerned with people parking in the lot to get on the trail. They stated that they are all for the trail to be on the west side, which they indicated that they own property and that they have no problem for the trail on the west side for Co. Rd. 92.

Manders asked about the property they have on the west side of Co. Rd. 92; Scott shared a map of property that they own on the west side of the road.

Discussion was had on properties on the west side of road and the best alignment for the trail also discussed what would be affected on the golf course if the trail came on the east side of road.

Bruner stated that he travels on 92 and he said that he wouldn't support a crossing over to the east side.

Staff stated that they prefer a trail on the west side; staff stated that if the connection is made at the golf course by engineer standards the sight lines are suitable for rapid flashing beacon light.

Discussion was had on the crossing and where the proper place would be to put the crossing; Staff stated that we can leave the crossing out if that is a desire of Park Commission or we can choose to leave in for the grant and if successfully we can have another conversation.

Boettcher asked if there was enough room to place the trail on the west side; staff stated that each side has it constraints but we don't have enough engineering work to make that call at this time.

Kobilarcsik state that he did look at the property and he thinks it should be on the west side he thinks the challenges might be the driveways on the west side. Asked about the timeframe of going to the boat landing, Staff stated that it could be at least 5 years out. Kobilarcski also stated that we might need to put more money in budget to study the area.

Park Commission stated that we should budget for a worse case serrano.

Trick motioned to make grant application for a trail on the west side of Co Rd 92

Bruner Seconds

All in Favor.

Motion approved 6 to 0

No other questions or comments.

D. Proposed 2017 Capital Improvement Budget

Staff shared with Park Commission a revised capital project by fund for 2017, staff reviewed the document going over all the 2017 projects, which includes parking and trail pavement mgmt., reviewed the trail projects for 2017 which make up a large portion of the capital improvement projects.

Staff stated that they will come back in the future and talk about beyond 2017

Boettcher make a motion to recommend to the County Board the requested for the 2017 CIP

Aasen seconds the motion

All in Favor.

Motion passes 6 to 0

Questions or Comments:

Manders asked about the MN River Bluffs trail to Bluff Creek; Staff explained where the location is and that a consultant is being hired for planning and design.

Conversation was had on the trail portion.

No other questions or comments.

Old Business

(8:09p.m.)

A. Proposed Operations and Maintenance Budget

Staff reviewed the operation budget with the revised items since the last time it was presented; the new addition was salaries to the budget. Staff shared with the park commission that the Metropolitan Council contacted them and told us that they had over paid us for our operation and maintenance and that they will be making an adjustment to future reimbursements to pay back that over payment. Staff stated that we don't have the exact amount, but it could be significant.

Staff is recommending approval of the 2017 Operations and Maintenance Budget

Aasen motions to approve the 2017 operations and maintenance budget

Boettcher seconds the motion

All in favor.

Motion passes 6 to 0

Questions or Comments:

Manders asked if the error was due to counts that seemed high; Staff stated that it was not that but a calculation error on their spread sheet. It has happened to other agencies in the past.

Staff stated that they will get us the number in August; Staff did question them on the trail count last year and they did confirm that it was accurate.

Manders asked if we don't know what the adjustment is going to be how you deal with that; Staff stated that we have some solutions on how to go forward with less.

No other questions or comments.

Staff Reports:

(8:15 p.m.)

A. Five Year Outline for Small Capital Projects

Staff shared with Park Commission a list of small capital projects for 2016 – 2021 with potential costs, staff reviewed what has already been taken care of on the list, and what we are working on to accomplish this year.

Discussion was had on the playground and the items that need to be replaced and the cost associated with that.

Discussion was also had on the need to replace boards on the boardwalk at Baylor Park and the cost associated with that.

Staff also shared the cost of metal roofs in comparison to asphalt shingles; Staff suggested that we continue with asphalt shingles. Staff stated that if there is an objection to let them know.

Questions or Comments:

Manders asked if this list was the list he requested and staff stated yes this is, but we could add other items to this list as we go forward.

No other questions or comments.

B. Five Year Planning Outline

Staff shared with the Park Commission on the parks five year planning program and shared a list of these potential costs for these projects some of these projects are cleaning up the island which includes a archaeology study, repurposing areas at Lake Minnewashta, new trail projects, Waconia Event Center building analysis, replacement of playground equipment, natural resource mgmt. plans for the parks so we can start applying for grant dollars and recreation mgmt. plans.

C. Legislative Update & 2017 Legislative Talking Points

Staff stated that there was no bonding bill passed in the session, which means that we will not get the \$500,000 for reimbursement for the land acquisition at Lake Waconia Park. This will probably be brought up in 2017.

Staff shared with Park commission a list of talking points on the regional park system that Mr. Jensen requested from the parks staff at our June meeting, Bruner will forward these on to Mr. Jensen.

D. Lake Waconia Regional Park Master Planning Work

Staff stated that they will be going to County Board on July 26th to discuss the master plan, after that we will start the next steps which would include the archaeology study.

E. Events and Recreation Programs

Staff stated that we had a good 4th of July weekend – busy and nice/safe firework shows at Minnewashta & Waconia parks and campground was full at Baylor.

Starting the recruitment for our 2017 volunteer camp host positions.

We have been in the local papers with the trail project in Carver, Goose removal process at the parks, log rolling event at Lake Waconia on the 4th of July.

Staff wanted to let Park Commission know that staff will be going to County Board for special use approval for Narcotic Anonymous Group of MN to use Coney Island at the end of the month for a long standing event. Discussion was had on this group using the island.

Programs are going well – we have been working with Camp Eden Wood with some programs that have been going very well.

Standup Paddle Board rentals is going well at Lake Minnewashta on Saturdays and getting busier.

Questions or Comments:

Manders asked about the donation process for fireworks at Lake Waconia; Staff stated it did not happen this year.

F. MN River Bluffs Regional Trail

Staff shared pictures of the trailhead in Carver that was done since the ribbon cutting. The Kiosk should have information in them in the next couple of weeks.

Just a few punch list items need to be taken care of.

A lot of good comments on the trail coming from the public.

G. Southwest Regional Trail Connection Master Plan Amendment

Staff shared with Park Commission that the amendment has been approved by the City of Chanhassen and now with the Metropolitan Council staff.

Commission Member Reports: (8:51 p.m.)

Kobilarcsik stated that ribbon cutting for the MN River Bluffs trail was nice.

Bruner stated that Mr. Jensen commented that the parks and trails are a big issue and he glad that he is getting onboard.

Next Meeting Date: (8:52 p.m.)

Next meeting will be on August 10, 2016 at 6:00p.m. Meet at the Cologne Public works Building and then will leave on tour of trails.

Adjourn Meeting: (9:00 p.m.)

Aasen motioned to adjourn the meeting

Bruner seconded the motion.

Motion passed 6 to 0.



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MEMO

TO: Members of the Park Commission

FROM: Marty Walsh, Parks Director

SUBJECT: 2017 Budget Narratives

DATE: August 5, 2016

Draft narratives of the Parks Department Budget Highlights and CIP are provided for the Commission Review. The budget highlights summarizes the Departments requests for Net Levy Adjustments. These are one-time requests for funding provided through an increase in levy. It includes increased park patrol services and to provide service to Coney Island.

Additionally, it outlines the CIP requests for pavement management, and construction of the MN River Bluffs Regional Trail.

Equipment that is highlighted includes the request for a sturdy watercraft to transport machinery and personnel out to Coney Island for maintenance and operations.

Site improvements examples are provided such as roof replacement, concrete repairs, road maintenance, site furnishing replacements and other improvements.

Software and other one-time projects for 2017 include construction of the County Road 10 Trailhead facility and planning work for Lake Waconia Regional Park for site grading and utilities. Other planning work requested includes the TH 5 Regional Trail Master Plan in preparation for the construction of that project in 2019 and making sure the project is eligible for regional funding. Identified software needs include replacing existing reservation and point of sale software and a request to provide software for recreation program registration.

Also included is professional and technical training for staff to stay current with trends, safety, and provide participation at conferences and training seminars.

Increased staffing needs are defined for seasonal positions to provide additional recreation programming, collection of user count data, and maintenance for Coney Island.

Current and upcoming planning and construction projects are also identified.

The CIP Narrative focus is on the large projects and is repetitive of the planned accomplishments of 2017.

Highlight major initiatives/goals planned for 2017

Road and Bridge Fund						
Budget Summary	2015 Actual	2016 Budget	2017 Requested	2017 Approved	% Change 2016-2017	Change In Levy
Revenue total	(3,527,036)	(3,162,000)				
Expenditure total	8,394,122	7,286,261				
Tax dollars needed	4,867,086	4,124,261				

**Note the above chart does not include Attachment A and B requests.*

Discuss Attachment A, C, D, E, F requests:

In a summarized format, provide reasons for the budget request (need, impact if request is/is not approved)

Accomplishments and where the Division is headed:

Progress to-date on Major 2016 Initiatives

Highlight major initiatives/goals planned for 2017

Parks Department:

Budget Highlights:

The following table summarizes the department's budget:

Parks Department Budget						
Budget Summary	2015 Actual	2016 Budget	2017 Requested	2017 Approved	% Change 2016-2017	Change In Levy
Revenue total	(739,930)	(485,334)	(477,800)		-1.55%	
Expenditure total	1,286,969	1,137,530	1,157,001		1.71%	
Tax dollars needed	547,038	652,196	679,201		4.14%	27,005

**Note the above chart does not include Attachment A and B requests.*

Discuss Attachment A, C, D, E, F requests:

Attachment A, Net Levy Adjustment for Trends, Increased Fees, etc.

The Department is requesting \$10,000 for contracting with the County Sheriff Department for law enforcement. The County maintains 3 regional park areas consisting of nearly 700 acres and has over 16 miles of regional trails that require patrol and enforcement to maintain user satisfaction and public safety. Additionally, there are approximately 686,000 user visits recorded to the County Parks and Trails System. The frequency of user conflict/complaints has increased pertaining to the need for more park patrol and park ordinance enforcement. Common complaints are dogs off-leash, speed of cyclist on trails, failure to observe traffic signage on trails, inappropriate use of park facilities, and vehicles off

road in park areas. Additionally, the public has expressed a sense of lack of security in our park areas and appreciates the presents of law enforcement. Failure to provide additional service will result in more complaints, decreased user satisfaction with park and trail areas, increased risk to the public for not providing enforcement to correct behaviors that are inconsistent with park ordinance. A decrease in user satisfaction could reduce attendance and have a negative impact on revenue. New to the Park System is the addition of 34 acre Coney Island at Lake Waconia Regional Park. This new area brings on additional challenges to provide the public with emergency services as well as providing an environment that is safe and respectful to all users.

Attachment C, Capital Improvement Projects

The Department has several capital improvement projects planned for 2017.

Pavement Management

It is proposed that trail, road and parking lot areas at Lake Minnewashta Regional Park would be crack sealed and seal coated. Funding is provided through the Parks and Trails Legacy Funds distributed by the Metropolitan Council. The work maintains the investment in pavement prolonging the life expectancy of the bituminous surface and user satisfaction for a smooth ride.

Minnesota River Bluffs Regional Trail

This project constructs and paves approximately 1.3 miles of trail on a portion of the former Union Pacific Railroad Corridor and on the South Light Rail Transit (LRT) line. The segment of trail extends from near the intersection of County Road 61 to Bluff Creek Drive. Funding for the project comes from federal funds approved through the Regional Solicitation and from Parks and Trails Legacy Funds distributed by the Metropolitan Council.

Attachment D, Facilities, Vehicles and Equipment, Site Improvements

Equipment

It is planned that the Department would maintain its current fleet of vehicles and equipment with timely replacement to provide efficient reliable service. Additionally, the Department is looking to add a sturdy and stable watercraft to facilitate transport of staff and equipment to and from Coney Island. This piece of equipment will be key to providing reliable maintenance services to the island. This watercraft may also be utilized for other activities such as the 4th of July fireworks display which is held from the island.

Site Improvements

A portion of revenue collected from park fees has been dedicated to maintaining existing facilities and grounds. These improvements often include replacement of deteriorated roofs, concrete repairs, bituminous patching, replacement of picnic tables and grills, upgrades to electrical, improvements to drainage, contracted services such as painting and tree removal. The annual allocation of these funds

maintains the investment in existing infrastructure helping to ensure user satisfaction with park and trails areas of the County.

Attachment E, Software and Other One- time Projects

The Department requests capital project, planning and software.

Capital Project –County Road 10 Trailhead

It is requested that \$100,000 be provided to construct the Dakota Rail Regional Trail County Road 10 Trailhead to provide additional parking along this 12 mile segment of trail. The trailhead would provide a needed parking facility midway between the existing trailheads located in St. Bonifacius and the City of Mayer. The trailhead would be conveniently located closer to the City of Waconia and help to alleviate informal parking which is occurring on township and County roads of Northshore Road, Goose Lake Drive and Co. Rd 10. The facility would be equipped with 10 vehicle parking stalls, informational kiosk and area map, bike racks, trash receptacle and picnic tables.

Planning

Waconia Regional Park Site Grading and Utilities Plan

The Department is in the process of obtaining approval for the Lake Waconia Regional Park Master Plan. The community has provided strong support for the master plan and is eager for the County to begin development of the park. It is requested that \$100,000 be provided to develop site grading and utility plans in preparation of development of the park, the DNR watercraft Access, and Metropolitan Council Environmental Services sanitary sewer force main replacement. It is critical to have plans prepared which provide the foundation for how the park will be graded and serviced with utilities. The plan will provide needed direction for work to be done inside the park boundary to accommodate the development of a 40 vehicle with trailer parking and watercraft launching facility in relation to the development of park facilities and grounds. The coordination and perhaps partnering with the DNR as development occurs will lead to efficiencies and continued service to connect the City of Waconia by trail to the park across DNR property. Further, the planned construction of the sanitary sewer line also present an opportunity for efficiencies and partnership. As the sewer line is installed the opportunity to create a parallel trail connection from the park to County Road 92 exists. Understanding the utility and trail relationship is necessary to achieve the efficiency and partnership to construct both during the same construction period.

TH 5 Regional Trail Master Plan

In preparation for the 2019 Arboretum Trail construction project from Minnewashta Parkway to Century Boulevard in Chanhassen along TH 5, a regional trail master plan needs to be created. An adopted master plan will make the project eligible for planned regional funding to be provided through Parks and Trails Legacy funding and distributed by the Metropolitan Council. These funds are planned to be used as the 20% local match to construction as well as used for design and engineering work not covered by the federal funding. It is requested that \$80,000 be provided for this work.

Software

Reservation and Point of Sale Software

Critical to the delivery of service and collection of park fees is software used to reserve picnic shelters, camping sites and track point of sale items ranging from firewood to program fees for services. Existing software of the Department is outdated, difficult to obtain service to upgrade, does not provide the level of revenue tracking desired and no longer matches the expectation of the public for on-line services. It is requested that \$20,000 be provided to replace reservation and point of sale software. Of concern is the reliability of the software. This software is vital to our customer service, park operations and communication with the public.

Program Registration Software

The Department now offers over 170 recreation programs and has contact with approximately 3000 participants. To allow for new customer service of online recreation program registration, the efficient recording and filing participant data, collection of program fees, and improved communications with the public, \$20,000 is requested. The new software will improve efficiencies, and make us less reliant on our program partners, and fill a critical gap in service to for participants outside our partnerships agreements and for initiated programs of the Department.

Attachment F, Training

Training- Conference and Professional Maintenance

Staff training is critical to staying current with trends, maintenance and recreation safety practices, professional and technical skill development. The Department requests \$2,700 for training, seminar and conference participation. Participation includes annual attendance to state conference for professional staff. Also includes out of state travel to either National Recreation and Parks Association or National County Park Association by the Parks Director or Designee. Technical training includes participation at programs in natural resource management, equipment operation, site and grounds care, water and sewer system.

In a summarized format, provide reasons for the budget request (need, impact if request is/is not approved)

Parks Department Staff					
Position:	2016 FTEs Adopted	2016 FTEs Actual (as of 4/1/16)	2017 FTE Division Requested Changes	2017 Administrator Recommended Changes	2017 FTEs Approved
Campground Attendant	0.53	0.53			
Lead Parkkeeper	1.00	1.00			
Park Support Service Specialist	0.80	0.80			
Parkkeeper	2.00	2.00			
Parks and Trails Supervisor	1.00	1.00			
Parks Director	1.00	1.00			
Part-Time Seasonal	4.08	4.08			
Recreation & Volunteer Specialist	1.00	1.00			
<i>Department Total</i>	11.41	11.41			

Describe Attachment B requests:

In a summarized format, provide justification for staffing request (need, impact if request is/is not approved)

Requesting .44 FTE

First, it is requested that 100 additional hours be budgeted to provide seasonal recreation program instruction and leadership for various park programs due to demand for recreation services. Additional, the Parks Recreation and Volunteer Specialist's time will be better used to providing program leadership and to work on administrative duties of planning recreation and volunteer programs.

Second, it is requested that 420 hours of Park Service Attendants (Gate Staff) be budgeted to perform user count data collection consistent with the procedures of the Metropolitan Council which require independent staff time to perform work separate from gate or customer contact duties. This is a requirement Metropolitan Council is emphasizing. Also, intensive user count data is to be collected on Coney Island requiring an additional time. Included in the request is 100 hours for rental of summer recreation equipment such as canoes, Kayaks, Stand Up Paddle Boards at Lake Minnewashta Regional Park.

Third, it is planned that the County would have a stronger maintenance presence on Coney Island in 2017. Anticipating that the island would be open to public use, 400 additional hours is needed to maintain and help ensure public safety

If hours are not provided for recreation program instruction, were not able to meet program staffing needs. Less time is available for program and volunteer program development. County will be less responsive to public demand for recreation and volunteer programs.

If hours are not provided for Park Service Attendants, we will not be compliant in the procedures for collection user count data, which is a significant funding source for our budget. User count data from Coney Island would not be collected, potentially under counting the amount of user visits and reducing the amount of Operations and Maintenance Funding the County would receive.

If hours are not provided for the additional work to help ensure safe and sanitary conditions on Coney Island, staff will be further stretched between the responsibilities of existing parks and trails likely delaying or postponing maintenance service and reducing user satisfaction in the other aspects of park maintenance duties.

Accomplishments and where the Operations Department is headed:

Progress to-date on Major 2016 Initiatives

Highlight major initiatives/goals planned for 2017

Planning Activities

2016 Coney Island and Lake Waconia Regional Park Master Plan

The Lake Waconia Regional Park Development Master Plan which also includes Coney Island of the West is nearing completion. Work on this project began in June of 2015. It is expected that this master plan will complete its review and be adopted by the Metropolitan Council by year end.

2016 Southwest Regional Trail Master Plan Amendment

The Amendment to the Southwest Regional Trail adds 1.3 miles of trail to this master plan. The segment of trail added lies between County Road 61 and Bluff Creek Drive. The plan is currently in the review and approval processes of the Metropolitan Council and is expected to be adopted by year end. This work is in preparation to be eligible for regional funding for construction during 2017.

2016 Coney Island Archaeology Study

An archaeology study of Coney Island of the west is planned to be completed by year end. The study is necessary before work can begin to clean up old building sites and various debris that litters the island. The island is listed on the National Historic Registry, as such, work to record and avoid or mitigate significant cultural assets will need to be considered.

2016 Comprehensive Plan

In preparation for completing the County Comprehensive Plan by 2018, work is planned to get underway to revise the Parks and Trails Chapters later this year. This work will extend into 2017.

2017 TH 5 Regional Park Master Plan

To prepare for the 2019 federally funded trail construction project of the Arboretum Trail Segment between Minnewashta Parkway and Century Boulevard in Chanhassen, a completed master plan is needed in order for the project to be eligible to receive Parks and Trails Legacy Funds provided by the State and distributed to the Metropolitan Council.

2017 Lake Waconia Regional Park Site Grading and Utility Plan

The plan will provide needed direction for work to be done inside the park boundary to accommodate the development of a 40 vehicle with trailer parking and watercraft launching facility in relation to the development of park facilities and grounds. The coordination and

perhaps partnering with the DNR as development occurs will lead to efficiencies and continued service to connect the City of Waconia by trail to the park across DNR property. Further, the planned construction of the sanitary sewer line also present an opportunity for efficiencies and partnership.

2017 Waconia Event Center Building Analysis

It is proposed that a building analysis be conducted on the Waconia Event Center building to better determine the feasibility of providing greater public access. Understanding operational options consistent with Regional Parks Policy Plan will help in making decisions which can help the operation and capital investment eligible for regional funding.

2017 Coney Island Development Plans

A Phase I Development program for Coney Island is proposed. Planning documents which specify how and where active use areas and trails are to be created is needed. Work to specify how old buildings and debris are to be removed to be included.

Construction and Repair Activities

2016 MN River Bluffs RT- Chaska to Carver Segment

This project got underway late winter and is nearing completion for the 2.1 mile trail segment. The project included paving a 10" trail, construction 150 pedestrian bridge over spring creek in the City of Carver and the construction of a trailhead facility crating 12 parking spaces, informational kiosk, bicycle rack and benches. Additionally, a scenic overlook with bench was created mid-way between the two cities. The project is substantially complete and is expected to be closed out by December 2016.

2016 Stewardship Projects

Scheduled stewardship project for 2016 include completing electronic lock systems on primary park buildings, replacement of roofs, painting of the Baylor Park Visitor Center and Caretaker House, replacement of worn and non-compliant playground components at Lake Minnewashta Regional Park, reconstruction of a pedestrian bridge and removal of the tennis court at Baylor Park. Removal of an old house previously used for storage at Lake Minnewashta Regional Park.

2017 MN River Bluffs RT – Co. Rd. 61 to Bluff Creek Drive Segment

Construction is planned for 1.3 miles of trail.

2017 Dakota Rail Regional Trail County Road 10 Trailhead

Construction is planned for 10 car parking lot, informational kiosk, bike rack, benches and trash receptacle in the southeast quadrant of the intersection of County Road 10 and the Dakota Rail Regional Trail.

2017 Coney Island Cleanup & Phase I Construction

Work is planned to begin on cleanup and Phase I Development of Coney Island.

2017 Stewardship projects

Proposed stewardship projects include replacement of the decking for the Baylor Park Boardwalk, Bituminous repair at Lake Waconia Regional Park, Tree removal from the Dakota Rail Regional Trail, miscellaneous concrete repairs throughout the system.

2017 Budget Hearing Summary

Park & Trails CIP Fund

Description

The Park & Trail CIP Fund #34 separates the Park & Trail capital activity from the operating activity. This fund accounts for capital projects that relate to park land acquisition, park development and trail development.

Carver County has established an ongoing program for the planning of future Park and Trail Projects through the County's Capital Improvement Plan (CIP). The purpose of the CIP is to define an investment plan that best meets the development, redevelopment and capital repair needs with the financial resources available.

Financing and developing projects often takes several years due to the increasingly complex financial and regulatory environment. The CIP ensures an efficient flow of projects from their inception to completion. The Park and Trail CIP Fund budgets and accounts for the actual capital projects. A five-year plan for Park and Trail projects is a part of the County's separate Long-Term Financial Plan. The following table summarizes the budget for the Park and Trail CIP.

Budget Highlights:

The following table summarizes the budget for the Parks & Trails CIP Fund.

Parks & Trails CIP Budget						
Budget Summary	2015 Actual	2016 Budget	2017 Requested	2017 Approved	% Change 2016-2017	Change In Levy
Revenue total	(4,101,375)	(149,904)	(662,534)		341.97%	
Expenditure total	1,270,782	149,904	662,534		341.97%	
Levy dollars needed	2,830,593	-	-		-	-

Attachment A, Net Levy Adjustment for Trends, Increased Fees, etc.

The Department is requesting \$10,000 for contracting with the County Sheriff Department for law enforcement. The County maintains 3 regional park areas consisting of nearly 700 acres and has over 16 miles of regional trails that require patrol and enforcement to maintain user satisfaction and public safety. Additionally, there are approximately 686,000 user visits recorded to the County Parks and Trails System. The frequency of user conflict/complaints has increased pertaining to the need for more park patrol and park ordinance enforcement. Common complaints are dogs off-leash, speed of cyclist on trails, failure to observe traffic signage on trails, in appropriate use of park facilities, and vehicles off road in park areas. Additionally, the public has expressed a sense of lack of security in our park areas and appreciates the presents of law enforcement. Failure to provide additional service will result in more complaints, decreased user satisfaction with park and trail areas, increased risk to the public for not providing enforcement to correct behaviors that are inconsistent with park ordinance. A decrease in user satisfaction could reduce attendance and have a negative impact on revenue. New to the Park

System is the addition of 34 acre Coney Island at Lake Waconia Regional Park. This new area brings on additional challenges to provide the public with emergency services as well as providing an environment that is safe and respectful to all users.

Attachment C, Capital Improvement Projects

The Department has several capital improvement projects planned for 2017.

Pavement Management

It is proposed that trail, road and parking lot areas at Lake Minnewashta Regional Park would be crack sealed and seal coated. Funding is provided through the Parks and Trails Legacy Funds distributed by the Metropolitan Council. The work maintains the investment in pavement prolonging the life expectancy of the bituminous surface and user satisfaction for a smooth ride.

Minnesota River Bluffs Regional Trail

This project constructs and paves approximately 1.3 miles of trail on a portion of the former Union Pacific Railroad Corridor and on the South Light Rail Transit (LRT) line. The segment of trail extends from near the intersection of County Road 61 to Bluff Creek Drive. Funding for the project comes from federal funds approved through the Regional Solicitation and from Parks and Trails Legacy Funds distributed by the Metropolitan Council.

Attachment E, Software and Other One-time Projects

The Department requests capital project, planning and software.

Capital Project –County Road 10 Trailhead

It is requested that \$100,000 be provided to construct the Dakota Rail Regional Trail County Road 10 Trailhead to provide additional parking along this 12 mile segment of trail. The trailhead would provide a needed parking facility midway between the existing trailheads located in St. Bonifacius and the City of Mayer. The trailhead would be conveniently located closer to the City of Waconia and help to alleviate informal parking which is occurring on township and County roads of Northshore Road, Goose Lake Drive and Co. Rd 10. The facility would be equipped with 10 vehicle parking stalls, informational kiosk and area map, bike racks, trash receptacle and picnic tables.

Planning

Waconia Regional Park Site Grading and Utilities Plan

The Department is in the process of obtaining approval for the Lake Waconia Regional Park Master Plan. The Community has provided strong support for the master plan and is eager for the County to begin development of the park. It is requested that \$100,000 be provided to develop site grading and utility plans in preparation of development of the park, the DNR watercraft Access, and Metropolitan Council Environmental Services sanitary sewer force main replacement. It is critical to have plans prepared

which not only provide the foundation for how the park will be graded and serviced with utilities. The plan will provide needed direction for work to be done inside the park boundary to accommodate the development of a 40 vehicle with trailer parking and watercraft launching facility in relation to the development of park facilities and grounds. The coordination and perhaps partnering with the DNR as development occurs will lead to efficiencies and continued service to connect the City of Waconia by trail to the park across DNR property. Further, the planned construction of the sanitary sewer line also presents an opportunity for efficiencies and partnership. As the sewer lined is installed the opportunity to create a parallel trail connection from the park to County Road 92 exists. Understanding the utility and trail relationship is necessary to achieve the efficiency and partnership to construct both during the same construction period.

TH 5 Regional Trail Master Plan

In preparation for the 2019 Arboretum trail construction project from Minnewashta Parkway to Century Boulevard in Chanhasen along TH 5, a regional trail master plan needs to be created. An adopted master plan will make the project eligible for planned regional funding to be provided through Parks and Trails Legacy funding and distributed by the Metropolitan Council. These funds are planned to be used as the 20% local match to construction as well as used for design and engineering work not covered by the federal funding. It is requested that \$80,000 be provided for this work.

Software

Reservation and Point of Sale Software

Critical to the delivery of service and collection of park fees is software used to reserve picnic shelters, camping sites and track point of sale items ranging from firewood to program fees for services. Existing software of the Department is outdated, difficult to obtain service to upgrade, does not provide the level of revenue tracking desired and no longer matches the expectation of the public for on-line services. It is requested that \$20,000 be provided to replace reservation and point of sale software. Of concern is the reliability of the software. This software is vital to our customer service, park operations and communication with the public.

Program Registration Software

The Department now offers over 100 recreation programs and has contact with ### of participants. To allow for new customer service of online recreation program registration, the efficient recording and filing participant data, collection of program fees, and improved communications with the public, \$20,000 is requested. The new software will improve efficiencies, and make us less reliant on our program partners, and fill a critical gap in service to for participants outside our partnerships agreements and for initiated programs of the Department.

In a summarized format, provide reasons for the budget request (need, impact if request is/is not approved)

Accomplishments and where the Parks & Trails Fund is headed:

Progress to-date on Major 2016 Initiatives

2016 MN River Bluffs RT- Chaska to Carver Segment

This project got underway late winter and is nearing completion for this 2.1 mile trail segment. The project included paving a 10' trail, construction 150' pedestrian bridge over Spring Creek in the City of Carver and the construction of a trailhead facility creating 12 parking spaces, informational kiosk, bicycle rack and benches. Additionally, a scenic overlook with bench was created mid-way between the two cities. The project is substantially complete and is expected to be closed out by December 2016.

Highlight major initiatives/goals planned for 2017

2017 MN River Bluffs RT – Co. Rd. 61 to Bluff Creek Drive Segment

Construction is planned for 1.3 miles of 10' wide bituminous trail. The project paves an existing ag lime surfaced trail and is financed with Federal and Parks and Trails Legacy Funds.

2017 Dakota Rail Regional Trail County Road 10 Trailhead

Construction is planned for 10 car parking lot, informational kiosk, bike rack, benches and trash receptacle in the southeast quadrant of the intersection of County Road 10 and the Dakota Rail Regional Trail.

2017 Coney Island Cleanup & Phase I Construction

Work is planned to begin on cleanup and Phase I Development of Coney Island. This will involve removal of old structures, piles of debris, old fence, sealing of abandoned wells, construction of trails and active use areas.



Carver County Parks

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MEMO

TO: Members of the Park Commission

FROM: Marty Walsh, Parks Director

SUBJECT: Parks and Trails Funding

DATE: August 5, 2016

Staff will lead discussion about current status of Parks and Trails Funding provided through the Metropolitan Council. Included in the review will be planned projects, possible future projects and possible increase services delivery.

By September 9th, the County will need to submit its request for Parks and Trails Funding for both state fiscal years 2018 and 2019.