



**Carver  
County  
Parks**

11360 Highway 212 West, Suite 2  
Cologne, MN55322

**Park Commission Meeting – REVISED AGENDA**  
**Wednesday, April 11, 2018**  
**6:30pm**  
**Public Works Headquarters Building**  
**Meeting Room 1**  
**11360 Hwy 212**  
**Cologne, MN 55322**  
**Regular Meeting Agenda**

- 1) Call Meeting to Order, Roll Call (6:30 p.m.)
- 2) Approval of the March 14, 2018 Regular Meeting Minutes (6:31 p.m.)
- 3) Additions or Deletions to the Agenda (6:31 p.m.)
- 4) Approval of Agenda (6:32 p.m.)
- 5) Commissioner Liaison Report (6:33 p.m.)
- 6) Open to the Public (6:35 p.m.)
- 7) Old Business (6:40 p.m.)
  - a. Minnesota Astronomical Society – Railing
- 8) New Business (6:50 p.m.)
  - a. Revised Goose Management Plan
  - b. Free Afternoon in the Park Proposal
- 9) Informational Presentations (7:15 p.m.)
  - a. Waconia Event Center
  - b. 2017 Year Review
  - c. Draft 2018 Work Plan
- 10) Staff Reports (8:00 p.m.)
  - a. Legislative Update
  - b. TH 5 Regional Trail Connection
  - c. Lake Waconia Regional Park Construction Planning
    - i. Coney Island
    - ii. Main Park Area Grading and Utility Plan
  - d. Park Operations & Recreation Services Update
  - e. Regional Parks Policy Plan Update & Meeting with Metro. Council Representatives
- 11) Commission Member Reports (8:15 p.m.)
- 12) Set Next Meeting Date (8:20 p.m.) – Proposed Date May 16, 2018
  - a. Tour- Waconia Regional Park
- 13) Adjourn Meeting (8:30p.m.)

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

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# Meeting Minutes

## March 14, 2018

**Members Present:** Carroll Aasen, Gerald Bruner, Curt Kobilarcsik, Mark Lagergren, Jim Boettcher, John Fahey, Jim Manders and Commissioner Tim Lynch

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

**Call to Order:** Walsh called the meeting to order at **(6:30p.m.)**

**Election of Officers, Chair and Vice Chair: (6:31p.m.)**  
Kobilarcsik nominated Manders, Lagergren Second nomination, all in favor – Manders is elected Park Commission Chair.  
Boettcher nominated Bruner, Manders seconds nomination, all in favor - Bruner elected Vice Chair.

**Approval of Minutes: (6:33p.m.)**  
Bruner motioned to approve the minutes of the February 21, 2018 regular meeting minutes Boettcher seconded the motion.  
Motion passed 7 to 0.

**Additions/Deletions to the Agenda: (6:33p.m.)**  
None

**Approval of Agenda: (6:33 p.m.)**  
Boettcher motioned to approve meeting agenda.  
Aasen seconded the motion.  
Motion passed 7 to 0.

**Commissioner Liaison Report: (6:33p.m.)**  
Lynch shared an article in the Star and Tribune about SHPO, stating that it looks like things are in disarray which might slow down the approval for the island. Staff stated they knew that they were moving offices but hadn't seen article.

**Open to the Public: (6:35 p.m.)**  
Merle Hiltner – MN Astronomical Society agenda item.

**New Business (6:36 p.m.)**

### **A. Minnesota Astronomical Society Railing**

Staff updated that the Park Commission members on the request to install a railing that is consistent with existing site plan. Staff turned over to Mr. Hiltner to explain what they are looking to do at the observatory.

Hiltner explained that they like to update the rope railing with a metal railing; Hiltner shared a layout of the area in question. Hiltner stated that some of this area does not require railing but they want to make it safe for people and uniform.

He stated that they like to add some accent panels instead of all spindles these accent panels would be a telescope design if Park Commission and staff are ok with it and if the welder is ok with doing it. He stated that it would only be a few panels and not on every panel on the railing.

Hiltner also stated that they like to remove the sign and replace with a smaller sign by drive way; Staff stated that they like to have something more permanent and low maintenance.

Staff asked about the approximate cost of the project; Hiltner stated that bids range from \$4,300 - \$5,000 for material cost. Staff also asked if this is a steel railing and color; Hiltner stated yes it is steel and gray in color similar to siding.

Staff asked about schedule for this project; Hiltner stated that they like to have it done by the end of June due to the national convention coming to town in July and hosting people out at the observatory. Lagergren asked about how many people will be coming out to the park; Hiltner stated that it could be 30 – 40 people a night, other tours going on at other observatories.

Staff asked for Park Commission approval.

Aasen motioned to approve the recommendation to install railing as presented.

Bruner Second the motion.

All in Favor Motion passes 7 to 0.

Comments or Questions:

Staff stated that everything must meet code. Discussion was had were code is required and what code requirements are. Hiltner stated he will recheck code. Staff asked if they will pull a permit for this job.

Lagergren asked about the area and if this is located by the walking trail; Hiltner showed the area on map.

Manders asked about anchoring of the railing; Hiltner stated they would be anchored with concrete and we would go below frost. Discussion was had on the red rock and retaining wall.

Manders asked if there will be lighting; Hiltner stated that we will have electric outlets and have lighting at the stairs the outlets will be for the telescopes. Staff asked if both stairs will have lighting; Hiltner stated yes both will be lighted. Staff asked will the outlets be protected; Hiltner stated they will be attached to poles and will extend out.

No other Questions or Comments.

### **New Member and Existing Member Orientation and Review of Carver County Regional Parks System** (6:36 p.m.)

Staff shared with Park Commission members a Power Point presentation for new members and for review of existing members on the overview of Carver County Parks. Items covered in the presentation were the role of the Park Commission, regional park system as a whole, implementing agency role, role of the Metropolitan Council, covered the carver county regional parks, county parks that don't meet regional park classification, regional trails, staffing for the parks full time and seasonal, amenities at each park, and regional trail locations within the county, general services provided, programs and events at the parks or provided by park staff, also reviewed information on present and future projects.

Staff also shared a copy of the Park Commission chapter from the Carver County, MN Code of Ordinances.

Comments or Questions:

Manders asked if entry fees determine the funding amounts; Staff stated that it is based more on attendance.

Boettcher asked how many miles of county trails do we have; Staff stated that about 16 miles. Boettcher asked if we plow these trails in the winter; Staff stated that we leave it to cities and we would permit them to do that, not much demand to have them plowed.

Manders asked if we know how much usage the dog park gets at Lake Minnewashta; Staff stated we don't have a actual number but it gets a lot of use. Boettcher stated that he thinks that the parking lot at the dog park might be settling due to standing water on the parking lot; Staff stated they would look into this.

No other Questions or Comments

**Old Business** (7:10 p.m.)

**A. Review Draft 2040 Comprehensive Plan**

Staff shared additional edits for the 2040 Comprehensive plan – some of the edits added narrative for RBTN, minor changes language and formatting. They are also working on park maps, regional trail search corridors maps, and trail maps. Staff shared maps and pointing out differences on these maps opposed to previous maps.

Staff shared the trail corridor map and explained the changes on the map which added future regional trails to this map, like the extension of TH5, Co. Rd 11, Co. 61 Hwy 41 and the trail alternate removed at arboretum. Staff pointed out these added trails and locations. Staff also pointed out the trail connection to Luce Line Trail.

Staff also shared a Regional trail search corridor map and potential trail locations indicated on map, which needs to be slightly adjusted. Also shared the Regional Bike Transit Network map and stated that there are Tier 1 and Tier 2 trails; staff indicated that they asked for some of the tier 2 trails be moved to tier 1, but that has not happened yet. Staff stated that it is good we have these when applying for grants.

Staff stated that we are close to sending this document out for public and city review for about six months before this goes to Metropolitan Council.

Questions or Comments:

Manders asked if Carver County involved with MN River Valley property; Staff stated the MN Fish and wildlife property staff thinks that Commissioner Ische is on the board for that entity.

Manders asked about the Luce Line Trail and if it gets much use; Staff stated that it is a gravel trail and not sure on usage, Bruner stated that the trail goes all the way to Hutchinson.

Manders asked about the tunnel under Hwy 5 going into the Waconia Park and if it would have a trail connected to it; Staff stated at some point.

Lagergren asked about the trail from NYA to Waconia, is that in the road way corridor; Staff stated that at this time that is what is indicated, but we have not formulated a plan and at some time would be evaluated when a master plan is developed.

Lynch asked if the trail from Mayer to Watertown is along Hwy 25; Staff stated yes.

Manders asked if there are trails planned when they realign 101; staff stated that there are trails planned.

Manders stated that this is the 2040 plan how much flexibility do we have to redo things at a later date; Staff stated that the plan is revised every ten years and if we need to redo something before then we can do an amendment.

Lagergren asked what the difference of a tier 1 and tier 2 trail; Staff stated it would be the level of use.

No Other Questions or Comments

**Discussion** (7:30 p.m.)

**A. Proposed 2020 & 2021 Parks and Trails Legacy Projects**

Staff shared information on the source of funds for the Parks and Trails fund which comes through the sales taxes that was implemented in 2009 parks gets a percentage of this. Staff stated that these dollars we have been using to match with federal dollars to construct trails. Staff shared projects that are eligible for Parks and Trail Legacy Funds. Staff shared a list of projects which consist of Coney Island Cleanup & Phase One Development, Construction Plans for Arboretum Trail Connection, sharing the funding sources and the potential funding gaps for

these two projects. Staff shared a list of potentials to fill the gap which consist of PTLF 2020 funds, existing grant, county program aid, and money received from tax forfeiture sale.

Staff shared other potential projects for the 2021 funds like the Baylor Regional Park visitor center, MN River Bluffs RT slope failure. Staff explained the process of obtain this portion of the trail from HCRRA, Carver County would purchase this portion utilizing Met Council funds, then HCRRA would be responsible for repair the slope with the help of Met Council funds. Discussion was had about the site of the slope failure and the ownership of certain portions of the MN River Bluff Trail.

Staff also stated other potential projects are Lake Minnewashta Regional Park playground, Baylor boardwalk, Lake Minnewashta Regional Park trail lightings, Lake Waconia Regional Park trail development.

Staff is sharing information with Park Commission now so when staff comes back in May they can make a recommendation to County Board on were to spend funds. Staff is leaning on recommending the TH 5 trail and the Baylor Park visitor center. Staff will come back in May for a recommendation to board.

Questions or Comments:

Manders asked if the dollar amount from the arboretum is a land donation amount; Staff stated it is a dollar amount. Staff stated the portion of trail will be owned by the arboretum, we will maintain pavement they will do general maintenance.

Manders asked if the slope failure would be repaired this year; staff stated that we would need to amend the master plan for this section of trail and we would have to enter into agreements, and deal with the funding source. It might happen earlier, it depends on funding source.

No other Questions or Comments

### **B. Waconia Event Center Operation Plan**

Staff presented to the Park Commission the frame work on how the event center potentially could be rented out to the public. Staff stated that we will be using a Town Hall model on how we would rent the facilities which would mean that the potential renter would pay a rental cost and then have to go out and solicit contractors for food/drink, décor, seating, entertainment, AV. Parks would be responsible for administration duties, showing facility, providing staff, security and coordinating a building attendant.

Staff shared pro's and con's. Pro's- renter is able to solicit their own services providers, limited county overhead impact, excluding annual building expenditures, allows large community events to happen, aligns well with service capacity & model for our other parks services. Con's- less service then what might be desired, inability to readily show facility, likely not a model that produces revenue that exceeds operational cost, county insurance requirements constraint for potential service contractors, does not attract full service clients.

Staff reviewed the potential rental process that would have to take place. Staff also reviewed the anticipated expenses of renters which consist of facility rental, security cost, food/drink expense, décor, table/chairs and the expenses for the county utilities, custodial, staffing and administrative overhead.

Staff also shared that we would charge a 10% gross sales from the food/drink service for the event. With the revenue and the facility rental cost we don't anticipate that it would cover the annual operational cost of building.

Staff also shared other town hall comparable level service providers within in Carver County and the cost of their facilities and what is included in the base prices; staff also shared prices for services providers that offer a higher level of service from a town hall model.

Discussion was had on the cost of building and the right approach of running the building and the life of the building. Staff shared that now that the building is being operated by county there is funding sources that we can obtain to possibly upgrade the building and some of the cost to run building would be eligible for reimbursement.

Discussion was also had on the cost of repairing the building and having an analysis done on the building.

Staff stated that they didn't think that the operating cost and the rental fees collected would not be covered.

Discussion was had on types of rentals to private groups or private groups and if certain groups would find it difficult to obtain the insurance requirements. Discussion was had on the potential customers and the use of Lancer catering still.

Staff stated that the next steps would be going to the County Board for discussion in April and get direction. We will then finalize rental documents and work on adding this fee to the 2018 fee schedule. No need for recommendation staff just wanted to get Park Commission feedback to bring to County Board members.

Staff stated that at the next meeting they would bring back to Park Commission some potential cost for architectural services.

Questions or Comments:

Kobilarcsik asked about security; Staff stated that they would have a staff person on duty night of event and if alcohol or if size of group was larger than we would require to have security which would consist of an off duty deputy at the event also. Parks Department would coordinate this service and charge renter for the cost of deputy.

Manders asked if we have a cost for the facility; staff shared the potential costs.

Aasen asked if the cost was for one deputy or do you have to have more for the bigger events; Staff not sure if we would need more for the bigger events and if we did the cost would be additional.

Manders asked what the insurance requirements for the County and cost to get this amount of insurance; Staff shared the County's requirement but did not know what the cost of the insurance would be at the required limits.

Kobilarcsik stated that if we are going into this long term we should provide the chairs and tables; Staffed stated that Lancer would be willing to sell but we need to come up with an agreeable cost.

Fahey asked about the plan for the building in the proposed park redesign; Staff stated that the master plan has two scenarios keeping the building with upgrades and another was a smaller building in the park.

Manders asked about how long would a building analysis take to be done; Staff stated about six months.

Aasen asked of potential cost of replacing the furnace at the center; Staff stated that it would not be cheap.

Lynch stated that he didn't think anyone would want to knock the building down; but if it needed some updates then we could work on grants to do this. The two large events that use the building bring a lot of revenue into the Waconia area.

No Other Comments or Questions

**Staff Reports:** (8:31 p.m.)

***A. Legislative Update***

Staff shared that the bonding request for Lake Waconia Regional Park request to the Governor's Office, does not appear that the House of Representatives will have any meetings to talk about bonding, the Senate side they are having hearings, so at this point not sure what is happening with the bonding bills. Staff is doubtful that we will gets a hearing. We are hoping that Senator Jensen will be able to push his bonding agenda forward.

Staff shared the Regional Park Agencies submitted to Governor's Office a request for fifteen million dollars in state bonds to be matched with ten million dollars in Metro. Council bonds which would cover twenty-six projects in the metropolitan area, our portion would be for land reimbursement. Staff stated that the governor did not

recommend any funding for the regional parks system but did recommend for the state park system. Staff stated that they are pursuing separate bills in the house and senate, if the regional parks system was unable to obtain we would be zeroed out for the first time not recognized in a bonding proposal. Staff stated that this is concerning for the regional park system.

Staff supplied a list of representatives for each Park Commission member and stated if they would like to contact there representative about the regional park system. Staff could provide them with talking points if they are interested.

Staff stated that we are working to meet with legislators to meet in a group setting to talk about the funding for the regional parks. Staff also shared the matching funds would go away if the state bonding goes away. Staff also shared the number of regional park visitors.

No Questions or Comments

**B. Grant Extension**

Staff shared that the grant to upgrade the MN River Bluffs trail in Chaska has money that was not used on this project and we are requesting to move these dollars over to the TH 5 project.

**C. Northshore Rd & DRT Informal Use Area**

Staff continues to work with consultant and working with soil and water to help fund this repair.

**D. TH 5 Regional Trail Connection**

Staff covered this item in the 2020 & 2021 Parks and Trails legacy fund project. Moving forward, the partners are on board.

**E. TH 5 Master Plan**

Master plan has been submitted to the Metropolitan Council for approval.

**F. Lake Waconia Regional Park Construction Planning**

**i. Coney Island**

Staff shared memo from our consultant, waiting on letter going out to SHPO that is in draft form staff has not seen the letter. The anticipated submittal date is March 30<sup>th</sup>.

**ii. Main Park Area**

Staff shared memo from consultant which indicated that they have received documents from Met Council on sewer lines in the park. One sewer line is scheduled to be upgraded and work is being done to make sure that our utilities don't run in conflict with the sewer lines.

No Questions or Comments

**G. Park Operations and Recreation Service Update**  
**Recreation update:**

Staff shared that they have started the maple syrup programs out at Baylor Park this week and have had a good bunch of kids out so far and more to come the rest of week. Maple Syrup open house is on Saturday.

Ski Rental Season has concluded for the year we had a good rental season.

**2018 Promotional Effort:**

Staff stated that they are working with an outside consultant to help design a postcard that advertises our programs and camps to be mailed out to rural address that don't receive programs that the bigger cities send out.

Staff shared potential logo's to help brand the Parks Department on promotional material and email blasts. Also, to use as a slogan on other materials and for social media.

Comments or Questions:

Manders and Aasen liked the adventure awaits logo with the county outline.

No other Comments or Questions

**H. MN River Bluffs Slope Failure**

Staff presented on slope failure in the 2020 & 2021 Parks and trails Legacy Fund.

**I. Regional Parks Policy Plan Update & Meeting with Metro. Council Representatives**

Metropolitan Council is going to tweak the policy plan on how we run the regional park system, they plan on coming out to and presenting to the Park Commission. The May meeting might be changed to a different day or possible have a second meeting. Reason is so we can directly comment to the representatives instead of going through staff.

Once we have a draft, staff can share that with Park Commission.

No Questions or Comments

**Commission Member Reports:** (8:52 p.m.)

Bruner commented his first meeting on the Land Use Committee and three of the items on the agenda are updates on housing.

Fahey stated that he is on the Housing and Economic Board and going back to the Carver County Planning Commission.

Manders asked if anyone has been in the Green Acres complex in Eden Prairie; nobody has been inside.

**Next Meeting Date:** (8:54 p.m.)

Next meeting will be on April 11, 2018 at 6:30p.m. We will meet at the Public Works Building in Cologne

**Adjourn Meeting:** (8:54 p.m.)

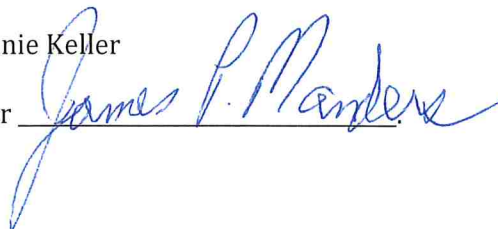
Boettcher motioned to adjourn the meeting

Aasen seconded the motion.

Motion passed 7 to 0.

Final Minutes prepared by Connie Keller

Approved by Commission Chair

A handwritten signature in blue ink that reads "James P. Manders". The signature is written over a horizontal line that serves as a signature line.