



## CARVER COUNTY PARKS

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Division of Public Works

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### **Park Commission Meeting** **Wednesday, January 11<sup>th</sup>, 2017**

**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) Reappointment of Commissioners Boettcher, Bruner and Manders (6:31)
- 3) Approval of the December 14, 2016 Regular Meeting Minutes (6:32 p.m.)
- 4) Additions or Deletions to the Agenda (6:33 p.m.)
- 5) Approval of Agenda (6:34 p.m.)
- 6) Commissioner Liaison Report (6:35 p.m.)
- 7) Open to the Public (6:36 p.m.)
- 8) Old Business (6:40 p.m.)
  - a. Recreation Event/Program Cancellation Procedure
- 9) Staff Reports (6:45 p.m.)
  - a. Metropolitan Council Update- 2016 Regional Parks Visitor Study Report
  - b. Parks and Trails Legacy Fund Video
  - c. Legislative Update
  - d. Park Operations and Recreation Services Update
  - e. MN River Bluffs Regional Trail
  - f. Historical Consulting Work – Coney Island
  - g. ParkSide Church Request for Utility Easement
  - h. Parks Open Space and Trails System Plan Update
- 10) Commission Member Reports (7:45p.m.)
- 11) Set Next Tour/Meeting Date (7:55p.m.) – Proposed Date February 8, 2017
- 12) Adjourn Meeting (8:00 p.m.)

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

# Meeting Minutes

## December 14, 2016

**Members Present:** Carroll Aasen, Gerald Bruner, Curt Kobilarcsik (left meeting @ 7:00pm), Ron Trick, Mark Lagergren, Jim Boettcher, Jim Manders and Commissioner Lynch

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

**Call to Order:** Manders, called the meeting to order at **(6:34p.m.)**

**Approval of Minutes:** **(6:34p.m.)**  
Aasen motioned to approve the minutes of the November 9, 2016 regular meeting minutes Trick seconded the motion.  
Motion passed 7 to 0

**Additions/Deletions to the Agenda:** **(6:35 p.m.)**  
None

**Approval of Agenda:** **(6:35 p.m.)**  
Aasen motioned to approve meeting agenda  
Boettcher seconded the motion.  
Motion passed 7 to 0.

**Commissioner Liaison Report:** **(6:35p.m.)**  
Stated that he was excited that one of the legislation priorities is the Lake Waconia Regional Park, they are meeting with the legislators on Tuesday morning at 7:30am at the Chanhassen American Legion this is open to public.

Discussion was had on the other legislation priorities.  
He also wanted to thank the Park Commission members for their dedication for attending meetings despite the cold weather.

**Open to the Public:** **(6:38 p.m.)**  
None Present

**Old Business** **(6:38.m.)**

### ***A. Special Use Event Policy***

Staff reviewed the rough draft of the Special Event Policy and also pointed out a couple changes to the policy language from the one sent out in the agenda packet, those changes consist of a slight change to policy language and the inclusion of insurance requirements.

Staff explained the language to convey permit and explained the timeline for permits to be issued to groups looking to use the parks for a special events, staff shared what type of events would fall under this special use permit policy. Staff also shared the fees that would be associated with the special use permits and impacts on the parks due to these events.

Staff stated that the County Administration has asked for this policy and the reason we have chosen 120 days is to give us plenty of time to get everything in order before event and that everything is clear to applicants before event takes place, if we can process sooner than 120 days we will but it gives us the flexibility to get things approved without rushing through the process. Staff stated it will eliminate groups coming in at last minute to do a large event, and we now have a policy to present to them laying out our expectations and there should be no surprises. Staff stated that if the Park Commission is ok with this policy we will take to Administration during a work session to make sure that this policy is what they are looking for.

Bruner made a motion to except the conditions of the Special Use Event Policy  
Boettcher Second the Motion  
All in Favor 6 to 0

Questions or Comments:

Manders asked about the Tour-de-Tonka event and if they would need to have this policy for using that trails; Staff stated that this event would fall under this policy, if they are using the parks trails or parks. Also asked if this policy would be for county roads also; Staff stated that would be up to the Public Works Office to have their own policy, not sure if they have one.

Aasen asked about fishing tournaments and the DNR landing in the park or a water skiing event; Staff stated that we do have fishing tournaments now and for those we have them rent a shelter so they can do there weigh-in at the shelter; Staff explained that those types of events would probable not fall under this type of special use group.

Bruner asked what does a three million dollar insurance policy cost; Staff stated they don't know the exact cost of a policy, likely based on risk of the event.

Legergren asked about how the cross country meets at Baylor Park and sometimes they need something at the last minute; Staff stated most times you have the information to us for the other meets, we would have everything we need. Concerning a last minute request, we would have to see if there are conflicts for the park facility on the date selected.

Boettcher asked about the commercial value on the policy; Staff stated that it pertains to vendors selling things at the events and that the County should get a 10% cut of items sold or as negotiated, staff stated we don't always see vendors compensating the County for private gain.

Lynch asked about a distasteful event, do we have to authorize them a permit; Staff said that we would make a staff decision if it wasn't a good fit for the parks.

No other questions or comments

**New Business** (7:06p.m.)

**A. Recreation Event/Program Cancellation Procedure**

Staff shared with Park Commission member a cancellation procedure outline for the recreation and programs and the reason for having this policy to make it clear to customers.

Staff reviewed the policy going over weather cancellations, uncontrollable environmental factors, and low enrollment to open programs. Staff reviewed the refund policy due to department cancellation opposed to customer cancelling a program and the percentage of refund due back or other options available.

Staff stated they based the policy off other agencies policies but our policy a little more flexible.

Staff stated that the reasoning behind this policy is to make refund policy and customers want to have a cancellation policy when they book an event.

Also if customers cancel in a timely matter, we could potentially fill with other opportunities.

Questions or Comments:

Lagergren asked how many cancellations was there this past summer; Staff stated we had two due to the poor water quality at the park, even though the water was safe but they were uncomfortable; it is rare but it does happen.

Manders stated that this is similar to the triathlon event in Chanhasseen when they were having water quality issues; Staff states that we have to work with group with other opportunities or changing to a different date.

Lynch asked if a group drop out could we replace with others waiting; Staff stated we would defiantly accept another group.

Manders asked if any groups were scheduled at Lake Minnewashta Regional Park when we had the water quality issues; Staff stated it was the one group that was uncomfortable with the water even though we cleared it to be ok.

Aasen stated he thinks it is a generous refund policy; Staff stated that it's a start and we will tweak it over time to be more in-line with other agencies.

Aasen suggested that we follow state standard for water quality; Staff stated that we have a procedure document that explains the meaning for severe weather, strong wind, water quality procedure, etc.

No other questions or comments

**Staff Reports:** (7:20 p.m.)

**A. 2016 Parks and Recreation Services Year-Review**

Staff shared with Park Commission a recap for 2016 – sharing the Coney Island charitable pledge donation and also reviewed projects like the MN River Bluffs Regional Trail from Chaska to Carver, work that has been done at the observatory at Baylor Regional Park – showing pictures of the retaining wall that was placed this past fall at observatory.

Staff recapped the maintenance projects that took place this summer which consisted of repairs on docks, roofing work on park shelters, bridge work at Baylor Park, putting safety fence around all the structures on Coney Island, removal of tennis court at Baylor Park.

Staff recapped recreation services that took place in 2016 items covered how many participants reached, how many recreation and volunteer opportunities offered, number of volunteer hours, number of summer camps offered and also that we had more outreach, contracted private programs booked in 2016 than in 2015.

Staff also highlighted some of the special events that took place in 2016 which were candlelit ski/dog sled, maple syrup open house/education, earth day celebration, bike Konnect, try it events, chili cook-off, jack-o-lantern trail of fun, log rolling lessons/events, MN river in a day trip with DNR, adding another paddle n' grub club and increasing outreach programming. Staff shared some of the events planned for 2017 and shared flyers for upcoming winter events.

Staff updated the Park Commission on the master planning work for Lake Waconia Regional Park, received comments back from the Met Council staff stating that they were very minor comments. Hope to have on the Parks and Open Space Agenda in January for approval.

**Questions or Comments:**

Lagergren asked if there are a lot of schools signed up to coming out to the parks for winter activities yet; Staff stated that yes they do have some lined up already.

No other questions or comments

**B. Parks Operations and Recreation Services Update**

Staff shared with Park Commission a graph with 2015 parks and trail system usage & growth, explaining the process and how the use data is collected and put together.

Staff also shared numbers from 2016 sharing numbers of summer staff and year around staff, shared number of annual & daily permits sold, number of shelters reserved, campsites reserved, commodities sold at campground and the revenues generated from these sales.

Staff shared special events that took place in the parks in 2016 – 4<sup>th</sup> of July Fireworks, Tonka mud run, snowrunners event, high school cross country meets, the three triathlons, large girls scouts camps, 5k fun run.

Staff shared some of the general operation items for 2016 changing the caretaker house at Lake Minnewashta into the winter rental operations facility, zebra mussels found at Minnewashta boat access, NYA Hwy shed now being used for parks purposes, beach closures, also sharing that we had thirty service contracts in 2016, 22 weeks of camping service, new county webpage, parks page has the most hits and the social media expansion.

Camping reservations open on January 10<sup>th</sup> which kicks off the year for 2017.

Questions or Comments:

Manders asked about the large parks and trail count from last year; Staff stated that there was an error and that error does impact our operations and maintenance fund.

Discussion was had on the entrance fees at the parks.

Discussion was has on the NYA shed and what we are using it for.

No questions or comments

**C. MN River Bluffs Regional Trail**

Staff shared update on the trail progress on trail from Hwy 61 to Bluff Creek Drive stating that the preliminary plans are about 65% completed the project memorandum is done and planning on meeting with the City of Chanhassen this week and hope to go out to bid by end of February and hopefully on track for work this summer.

No comments or questions

**D. Historical Consulting Work- Coney Island**

Staff stated that the draft report is back and shared a map of the island which showed the areas that the 305 sample test holes were dug; staff showed on map where items were found on the island. This work on the island could lead to a phase II process and not sure how much that will cost. Staff will review draft report and this report will go to State Historic Preservation Office. They will review and send back a management plan which may contain a recommendation for a phase II investigation work. Staff stated that they did get a letter back earlier this week stating that they received the initial information and it seemed by letter that they are already planning on a phase II without even seeing what phase I report.

Discussion was had on what phase II would consist of; Staff explained the process and what they might be looking for. We may have to have a conversation with SHIPO to see if a phase II would yield significantly new information.

Questions or Comments:

Lynch asked about what was found; Staff shared pictures of items found on the island.

No other questions or comments

**E. Regional Bicycle Barriers Study**

Staff stated that they have no new information and study really has no impact on Carver County.

**F. ParkSide Church Request for Utility Easement**

Staff updated Park Commission that the LCCMR met on Tuesday and they have recommended the easement for the Church, there will be a small dollar amount that will need to be reimbursed by the Church. We will talk with Church about restoration of the area after completion of their work.

Questions or Comments:

Lynch stated that staff did a good job getting this done a lot of work went in to this.

No other questions or comments

**G. Parks Open Space and Trails System Plan Update**

Staff stated that we are under contract with SRF to start the planning work for the comprehensive planning work and we should kick off that work in the next few weeks. Hopefully that work should be done by end of next year.

No questions or comments

**Commission Member Reports:** (8:05 p.m.)

Bruner stated that he had lunch with a couple of friends that use the Lake Minnewashta Regional Park and they really enjoy this park.

Aasen stated that they didn't find the missing person on Lake Waconia yet, discussion ensued.

Trick asked about the DNR landing at LWP and was wondering when that work would start; Staff stated that it could be 2018 or 2019 not sure what their priorities are. Discussion was had on the process, staff did state that if we had plans to move forward with grading that may push their project along.

Manders stated enthusiasm that was given with the yearend review of the program and events – very comfortable having current staff running these programs. Also asked if we have had a special deer hunt in our parks; Staff stated our parks are small enough and hasn't really been a problem in the parks.

**Next Meeting Date:** (8:16 p.m.)

Next meeting will be on January 11, 2017 at 6:30p.m. Meeting will be held at the Public Works Building in Cologne.

**Adjourn Meeting:** (8:17 p.m.)

Trick motioned to adjourn the meeting

Aasen seconded the motion.

Motion passed 6 to 0

Final Minutes prepared by Connie Keller

Approved by Commission Chair James P. Manders.