



CARVER COUNTY PARKS

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Division of Public Works

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Park Commission Meeting **Wednesday, March 8th, 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) Approval of the February 8, 2017 Regular Meeting Minutes (6:32 p.m.)
- 3) Additions or Deletions to the Agenda (6:35 p.m.)
- 4) Approval of Agenda (6:36 p.m.)
- 5) Commissioner Liaison Report (6:40 p.m.)
- 6) Open to the Public (6:45 p.m.)
- 7) Discussion (6:50 p.m.)
 - a. Chemical Applications
- 8) New Business (7:20 p.m.)
 - a. Use Permit Procedure
- 9) Staff Reports (7:40 p.m.)
 - a. SHIP Grant Application for Bikes
 - b. Legislative Update
 - c. Park Operations and Recreation Services Update
 - d. MN River Bluffs Regional Trail
 - e. Historical Consulting Work – Coney Island
 - f. TH 5 Regional Trail Update & Public Open House
- 10) Commission Member Reports (8:00 p.m.)
- 11) Set Next Tour/Meeting Date (8:05p.m.) – Proposed Date April 12, 2017
- 12) Adjourn Meeting (8:10 p.m.)

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

Meeting Minutes

February 8, 2017

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

Staff Present: Marty Walsh, Connie Keller

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

Election of Park Commission Officers: (6:30)

Trick nominated Manders for Chair, Lagergren seconds all in favor – Manders elected Park Commission Chair

Boettcher nominated Aasen for Vice Chair, Lagergren seconds all in favor – Aasen elected as Park Commission Vice Chair.

Approval of Minutes: (6:31p.m.)

Aasen motioned to approve the minutes of the January 11, 2017 regular meeting minutes Boettcher seconded the motion.

Motion passed 7 to 0

Bruner asked about the TH 5 Master Plan in the minutes; Staff explained this item last month and is stated in the minutes.

Additions/Deletions to the Agenda: (6:35 p.m.)

Additional Staff Report added – Trunk Hwy 5 Master Plan update

Approval of Agenda: (6:35 p.m.)

Trick motioned to approve meeting agenda

Aasen seconded the motion.

Motion passed 7 to 0.

Commissioner Liaison Report: (6:35p.m.)

Commissioner Lynch stated that he and staff have been working closely with legislation and trying to move application for funding through the legislation process for Lake Waconia Regional Park.

Open to the Public: (6:36 p.m.)

Mr. Taylor and Mr. Luebke – here for the Veterans Memorial

Old Business (6:36.m.)

A. Review Planned Carver County Veterans Memorial Registry Monument

Two Members of the Veterans Memorial group were in attendance (Mr. Taylor and Mr. Luebke) to answer questions on the revised veteran's memorial site plan and questions on the memorial itself. Staff shared with park commission the revised site plan as well as the original plan that was presented at meeting back in May of 2016.

Part of the revised plans indicated a larger parking lot and moving the handicap parking spot to the north side of parking lot opposed to south side. Staff stated that when an access permit was applied for with MNDOT they asked for the entrance to be improved by making a large entrance into the parking lot off of Hwy 25 and the drainage has been improved for the area. Overall the plans for the memorial have stayed the same. Mr. Taylor did state that there are seven flag poles and not five as illustrated on plan.

Staff stated that they are hoping MNDOT will approve the plan but we will have to go through the application process and we are hopeful they will approve and issue a permit. Discussion was had on alternative access in the area, and handicap area.

Staff stated that for the most part, the area is fairly flat, and we are trying to get drainage to flow away from monument and parking lot.

Staff stated that they had sent questions to the veterans group to answer.

1. What will the phases be for construction of the monument?
 - Mr. Taylor stated that the veterans group broke it down to three phases
 - i. Phase I – Grading, Swale, Monument
 - ii. Phase II – Cement apron in front of Monument, Flag bases, sidewalk, paver garden layout, parking lot.
 - iii. Phase III – Kneeling Soldier, sidewalk, flags, trees, shrubs and plantings.

Discussion was had on the phases and what it would look like during the three phases; conversation was had on the sub base in the area of the pavers and what it would look like. Taylor explained what the area would look like were the pavers will be placed with sidewalks between the rows of pavers. Staff stated that there is concern that the pavers would move at a different rate when they are placed at different times; staff stated that they might want to check with the engineers to see what the best practice would be with this area.

Staff asked about the cost for each phase and how certain are they that they will get money for the additional phases; Taylor stated that they are optimistic and putting the monument up first will spike interest and that will bring in the funds to finish the project on a timely bases.

2. What maintenance and operations will the Carver County Veterans Memorial Registry Provide?
 - Mr. Taylor shared the articles of incorporation for the veterans memorial
 - Staff reviewed with Mr. Taylor and Mr. Luebke the items at the memorial that would need to be taking care of, but wanted to know what the roll or what they would be expecting of the County. Taylor stated that mowing the grass would be something they would look to the County for. Discussion was had on other items that the County might help with.
3. How will the Carver County Veterans Memorial Registry provide ongoing repair and replacement?
 - Staff asked about longer term items, with maintenance and repair of the monument and there would be insurance on the monument. Taylor stated that yes they would.
4. What would happen if the Veterans Memorial Registry dissolved and what would be fall back plan?
 - Taylor not sure what would happen it is the articles in corporation; Staff stated that we will need to make the board aware of this.

Taylor explained how the registry would work. He stated that it is a website that you will be able to log into and put a name in and would be able to read the military story for that person along with a picture. He also stated that they are thinking about developing a map for the paver placement so people are able to find where their family members paver might be.

Staff stated that the plan is to get veterans group in front of County Board to present the plan, then get information out to the MNDOT for a permit and getting consent from the Regional Rail Road authority and doesn't think that will be a big issue.

Questions or Comments:

Boettcher asked about where the additional parking will be; Staff stated that it will be to the north of parking lot in the trailhead parking lot.

Manders asked about the open area on this plan, if this was all cement; Taylor stated that there will be sidewalks between the pavers and the pavers aren't meant to be walked on.

Lagergren asked about the phases again; Taylor reviewed the phases.

Bruner asked if the monument will be lighted; Taylor said yes.

Aasen asked about the concrete sidewalk to the asphalt trail or if it was asphalt and discussion was had on maintenance during the winter and if the city has ordinances; Discussion was had on the sidewalk cement verses asphalt and maintenance. Taylor stated that will be something we can get clarification on.

Aasen also asked if there is a permit for the drainage permit; Staff stated that we will have to run by the Carver County Water Management group and also submit to MNDOT.

Manders asked if they had a ballpark number for overall cost for the project; Taylor stated about \$250,000.00. Discussion was had on the cost of the pavers and where the money goes for that, and other sources of funding for this projects and the number of pavers sold this far.

Manders asked about the flags that will be placed at the monument.; Taylor stated that there will be seven flags representing each branch of the military and will be placed behind the monument, Taylor also stated that part of the memorial there will be two pieces of military equipment and those will be placed at the entrance to the veterans memorial and he explained what that might look like.

Lynch stated that it is a good idea that we have a maintenance plan so people don't think that it is a County responsibility; Staff stated that we will have to have some type of agreement.

Manders asked about available parking for special events; Taylor stated that we would have off street parking, parking lot and the trailhead parking.

No Other Questions or Comments

B. Review 2017 Work Program

Staff reviewed and explained items on the work list for 2017 which consist of:

Planning and consulting work consist of phase II archaeology study, grading and utility plan, phase I development plan for Lake Waconia Regional Park, planning work for TH 5 Regional Trail, amending the SWRT master plan, north shore erosion fix, group camp site at Lake Minnewashta Regional Park.

Large capital purchases consist of upgrade campground software with registration capabilities.

Capital construction/maintenance projects consist of trail construction, crack seal, sealcoat pavement, County Road 10 trailhead project, Northshore road erosion fix, Xcel power line relocation at LWP, Coney Island site work.

Proposed small capital maintenance projects consist of grill & table replacement, painting Baylor Park barn, house, woodshed replacement, crack seal at Lake Waconia, Lake Minnewashta, tree removal, house removal, electrical work, concrete repair, shade umbrella replacements, drain tile, signage, playground repairs, painting, deck replacement Baylor Park barn, trail work.

Items beyond 2017 consist of Baylor park restroom floors, BP utility pads improvements, BP disc golf tee boxes, tree at LMP, shelter #5 counter replacement, red rock at LMP dog park, culvert replacement, shop pavement, fencing, gutters, restroom repairs, rock for trails, playground resilient surfacing, replace fountain at shelter #5.

Staff asked if the park commission members had any items that they would like to see on the list or if some of the items for beyond 2017 that they would like to see moved forward.

Questions or Comments:

Lynch asked about a sign for no lake access at North Shore Road if we are going to fix the erosion issue; Staff stated that the County does not own the property but might be a good idea to sign it.

Burner asked why the County is liable for the archaeology dig; Staff explained why we are doing the work and this is because the island is listed in the National Historic Registry of places and we have to be compliant with the laws to preserve a historic site, staff stated that this could be a two year process. Discussion was had on the process and time frame of the full process.

Manders stated that the list will be handy going forward at future meetings; Staff stated that we could tour and review these items maybe starting in April.

No Other Questions or Comments

Staff Reports: (7:47 p.m.)

A. Legislative Update

Staff shared that in regards to Lake Waconia Regional Park, Senator Jensen and Representative Hoppe will likely introduce legislation for six million for state bonds and matched with four million of County bonds for a phase I development program, staff doesn't think it will get on the bonding bill this year but is a good way to introduce the project and maybe on the governors tour. Second part of the bonding is the overall regional parks bonding package, nothing came out of the bonding package for 2016. We will have to wait and see on bonding for 2017.

Staff stated operation and maintenance funding, Representative Hoppe and Senator Dziejcz helping with this bonding package. Regional Parks is asking for about double in funding.

B. Park Operations and Recreation Services Updates

Staff stated that job postings are out for summer staffing, last candlelit ski event at Baylor park this weekend. We are working with the Sheriff's Office for more patrol services this summer at the parks and we are working on better defining the services.

Questions or Comments:

Boettcher asked if there is only one person that does all the patrol work for the parks; Staff stated that he doesn't think it is just one person but falls on a few different people.

No Other Questions or Comments

C. MN River Bluffs Regional Trail

Staff stated that the Board has authorized construction bids. We are working on permit with the HCRRA and hopeful to have that project out to bid by end of the month.

D. Historical Consulting Work - Coney Island

Staff covered the consulting work item in the 2017 work program item. Discussion was had on why the archaeology study was being done which is due to the island being listed in the National Historic Register. Staff stated that we will work on mapping points in at locations where items were found on the island and overlay other maps that were done in the past.

E. ParkSide Church Request for Utility Easement

Easements have been drafted by attorney's office and we will begin working on agreement and restoration of the area, they hope to begin work in spring.

F. Parks and Open Space and Trails System Plan Update

Consultants have begun the initial assessment work, and they will be doing some additional mapping of our system and will be having some pop up meetings, dates to be determined.

G. Trunk Hwy 5 Master Plan Update - Added Agenda Item

Kobilarcsik updated park commission on the taskforce group meeting for the TH 5 master plan; he stated that it was well attended by all entities. Part of the meeting was the process and location of the trail the consultant showed a couple different possible locations which Kobilarcsik shared with the Commission. Also talked about where trailhead locations, he stated that the City of Chanhassen had a possible location for that. Kobilarcsik stated that there are about three more meetings planned for the taskforce group along with some public meetings.

Discussion was had on the trail location and where it would connect up with other trails in Chanhassen; Staff stated that they will get maps out to the Park Commission members.

Kobilarcsik stated that the U of M Arboretum is excited to have the trail come through the arboretum but a little concerned with security measures for trail when the arboretum is closed.

Kobilarcsik stated that another item that came up is who will be responsible for trail; Staff stated that we would have to come up with agreements with the U of M Arboretum, City of Chanhassen and Life Time Fitness.

Commission Member Reports: (8:01 p.m.)

Kobilarcsik commented on the MN Rivers Bluff Trail that has been closed due to the flooding and wash out for the trail. He stated that they got a call from FEMA and are in the process of reaching an agreement to get the trail rebuilt. Also stated that Three Rivers Park District has secured some funding and waiting on the FEMA dollars. Discussion was had on the trail.

No other reports

Next Meeting Date: (8:05 p.m.)

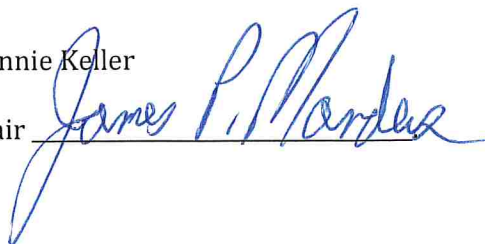
Next meeting will be on March 8, 2017 at 6:30p.m. Meeting will be held at the Public Works Building in Cologne. Discussion on meeting topics to be covered

Adjourn Meeting: (8:08 p.m.)

Trick motioned to adjourn the meeting
Boettcher seconded the motion.
Motion passed 7 to 0.

Final Minutes prepared by Connie Keller

Approved by Commission Chair

A handwritten signature in blue ink, appearing to read "James P. Ponder", is written over a horizontal line. The signature is cursive and extends above and below the line.