



**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN55322

**Park & Recreation Commission (Virtual) Meeting
Wednesday, February 9, 2022
6:30 p.m.**

Microsoft Teams meeting
Join on your computer or mobile app
[Click here to join the meeting](#)
Join with a video conferencing device
carvercounty@m.webex.com
Video Conference ID: 111 118 297 4
[Alternate VTC instructions](#)
Or call in (audio only)
[+1 952-955-9449,,576921030#](#)
Phone Conference ID: 576 921 030#

Agenda

- 1) Call to Order (6:30 p.m.)
- 2) Roll Call (6:30 p.m.)
- 3) Election of Officers (6:31 p.m.)
- 4) Approval of Agenda (6:41 p.m.)
- 5) Approval of the January 12, 2022 Regular Meeting Minutes (6:42 p.m.)
- 6) Commissioner Liaison Report (6:43 p.m.)
- 7) Open to the Public (6:45 p.m.)
- 8) New Business (6:50 p.m.)
 - a. Special Use Permit Request: Lola's ½ Marathon and Endurance Events
 - b. 2022 Donation Items for Promotional, Marketing, & Outreach Initiatives
- 9) Informational Items (7:20 p.m.)
 - a. 1/25/22 County Board Workshop Presentation (information will be provided at the meeting)
 - b. Southwest Regional Trail Master Plan (information will be provided at the meeting)
- 10) Staff Reports (7:55 p.m.)
 - a. Legislative Update
 - b. Park General Operations & Recreation Services Update(s)
 - c. Park Maintenance and Natural Resources Operations Update(s)
- 11) Commission Member Reports (8:05 p.m.)
- 12) Set Next Meeting Date (8:10 p.m.)
 - a. March 9, 2022
- 13) Adjourn (8:11 p.m.)

Please note if a Commission Member cannot attend the meeting, please call the Park Office at 952-466-5250.

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Parks**

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MEMO

TO: Members of the Park Commission
FROM: Martin Walsh, Parks and Recreation Director
SUBJECT: Election of Officers
DATE: February 3, 2022

County Ordinance, which established the Parks Commission, states that the Commission shall meet during the second month to elect officers. Positions of Chair, Vice Chair and Secretary (Secretary need not be a member of the Commission) are to be opened for nominations.

Recommendation:

Proceed with nominations and election for the positions of Chair and Vice Chair. County Park Staff can fill the position of Secretary, as we have done in the past. After nominations are made and seconded, voting can proceed by roll call for the positions of Chair and Vice Chair.

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**Park & Recreation Commission (Virtual) Meeting
6:30 p.m.
Wednesday, January 12, 2022**

Minutes

- 1) Call to Order (6:30 p.m.)
 - a. Jerry called the meeting to order at 6:30pm.
- 2) Roll Call (6:30 p.m.)
 - a. Present: Jerry Bruner, Jim Boettcher, Makiza Johnson, Curt Kobilarcsik, and Gary Van Eyll
 - b. Absent: Scott Knight and Mark Lagergren
 - c. Staff Present: Commissioner Tim Lynch, Marty Walsh, Sam Pertz, Jake Sandvig, & Hope Mack.
- 3) Introduction of new Commission Member Makiza Johnson (6:31 pm)
 - a. Makiza has lived in Chaska for 3 years. He is a Navy veteran and currently works for law firm. The Commission and staff members welcomed him and introduced themselves.
- 4) Approval of Agenda (6:39 p.m.)
 - a. Motion to approve the agenda made by C. Kobilarcsik, Seconded by J. Boettcher
 - b. Roll Call Vote: J. Bruner – Aye, J. Boettcher – Aye, M. Johnson – Aye, C. Kobilarcsik – Aye, and Gary Van Eyll – Aye; Passed 5-0
- 5) Approval of the December 8, 2021 Regular Meeting Minutes (6:37 p.m.)
 - a. Motion to approve the minutes made by J. Boettcher, Seconded by G. Van Eyll
 - b. Roll Call Vote: J. Bruner – Aye, J. Boettcher – Aye, M. Johnson – Aye, C. Kobilarcsik – Aye, and Gary Van Eyll – Aye; Passed 5-0
- 6) Commissioner Liaison Report (6:41 p.m.)
 - a. Commissioner Lynch attended a legislative meeting with our elected officials on 1/11/22. Park related priorities discussed were legislation supporting capital improvement and funding for regional parks, support for parks & trails and legacy funding, and matching county funding with state funding for lake Waconia Regional Park development. He also commented on getting ready for summer, the barge being operational at Lake Waconia, and the discussion about fireworks for July 4th being set off from either Lake Waconia Park or Coney Island.
- 7) Open to the Public (6:43 p.m.)
 - a. None
- 8) Discussion (6:43 p.m.)
 - a. Waterfront Service Center Update
 - i. Marty reviewed changes to the plan and stated we are at the ‘50% design’ stage. A presentation from HGA was shared on site design, landscaping, and interior/exterior materials & finishes. He stated that B3 requirements dictate the need to have sustainable landscaping, bird friendly glass in the windows, and

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stormwater basins at the appropriate sizes. Commissioners provided feedback and asked questions.

- 9) New Commission Member Orientation (7:17 p.m.)**
 - a. Marty shared an overview of the Park Commission's role, county parks, trails, & services, as well as past and future capital improvement projects.
- 10) Staff Reports (7:46 p.m.)**
 - a. Coney Island Vault Latrines
 - i. This topic was covered in the orientation presentation.
 - b. TH 5 Regional Trail
 - i. Marty stated that additional fencing has been installed and cracks in the concrete are being monitored. The cracks will hopefully be fixed this summer.
 - c. Park General Operations & Recreation Services
 - i. Sam shared that winter rentals are off to a slow start due to lack of snow and cold temperatures. General programming starts this week. The first of two Candlelit Ski and Dogsled events is on 1/28/22. He also stated that the Park & Rec department has support to reorganize by moving seasonal staff funds to 2 permanent 20 hr / week positions. The winter postcard and newspaper insert promoting services and events will be going out soon. The aeration system has been installed at Eagle Lake and the public has been made aware of the open water due to it.
 - d. Maintenance and Operations
 - i. Jake communicated that the maintenance team is working to keep the ski trails groomed, sledding hill maintained, and parking lots plowed.
- 11) Commission Member Reports (7:56 p.m.)**
 - a. Gary noted that it has been great to utilize the Waconia Event Center for COVID testing.
 - b. Jerry asked about the work on North Shore Boulevard and how the Parks Dept. is involved with it. Commissioner Lynch explained that the Dakota Rail Regional Trail crosses the road.
- 12) Set Next Meeting Date (8:00 p.m.)**
 - a. February 9, 2022
- 13) Adjourn (7:59 p.m.)**
 - a. Motion to adjourn the meeting made by J. Boettcher; seconded by G. Van Eyll
 - b. Roll Call Vote: J. Bruner – Aye, J. Boettcher – Aye, M. Johnson – Aye, C. Kobilarcsik – Aye, and Gary Van Eyll – Aye; Passed 5-0



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Parks and Recreation**

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MEMO

TO: Members of the Park Commission
CC: Martin Walsh, Parks Director
FROM: Sam Pertz, Parks & Trails Supervisor
SUBJECT: Special Event Use Permit – Lola's ½ Marathon & Endurance Events
DATE: 2/2/2022

This memorandum outlines the pertinent details for review and recommends authorization of a Special Event Use Permit in the Regional Park & Trail areas operated by Carver County.

Podium Sports Marketing – Lola's ½ Marathon & Endurance Events

Date: Saturday June 4, 2022

Where: Lake Waconia Regional Park, Waconia

What: ½ Marathon, 10k, 5k & Kid's distance endurance race(s).

Anticipated Attendance: 1,500+ people. This event has seen 3000+ people in past years.

Impact on Park System: The ½ Marathon race includes a portion of the route that utilizes a portion of the regional park.

Required Permit Items Obtained & Reviewed: Yes, the required items were submitted. Board action to be scheduled for early March.

Significant Elements/Items of Attention: The event will utilize the new paved trail surface that navigates the park from downtown Waconia and the housing development to west of the park property. This event has not occurred in the park since the park development activities in 2019-20 and during COVID19. Staff anticipate a better experience for the event coordinators as well as participants.

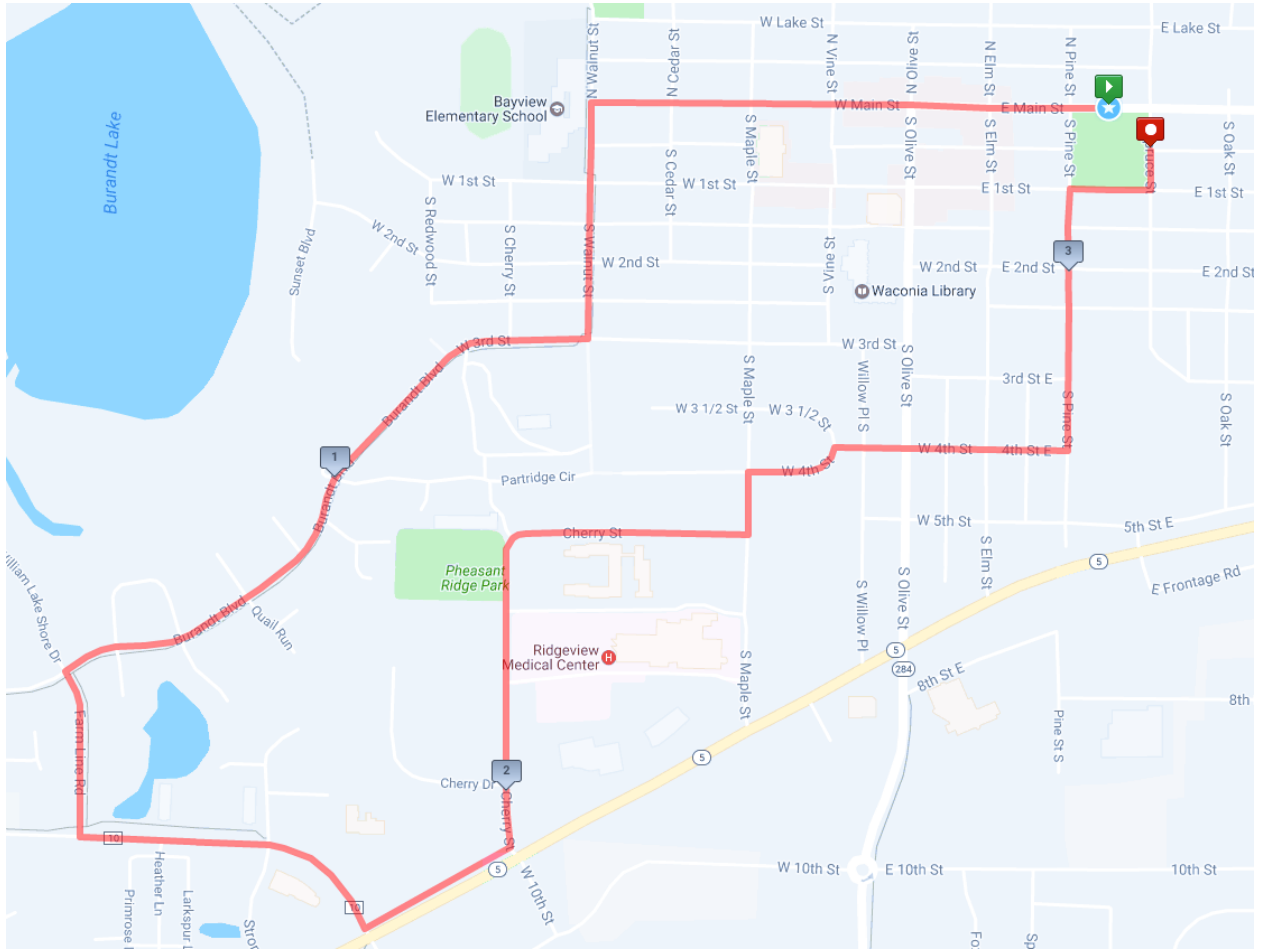
Permit/Use Fees: Use Fees have been applied consistent with the 2022 County Fee Schedule.

Number of Years a Special Event Use Permit has been Issued: (6) – the last year was 2019.

Staff Notes: This has been a well-run event in the past and is a nice use of the regional park property. Staff anticipate positive feedback about how the recent park development has allowed for better event coordination.

Recommendation: It is requested that the Park Commission recommend to the County Board issuance of a Special Event Use Permit to Podium Sports Marketing for the 2022 Lola's ½ Marathon & Endurance Events held at Lake Waconia Regional Park on June 4, 2022 contingent upon receipt & approval of any necessary permits, forms, and payments.

5K Route (Half Marathon completes this section before heading around the lake**)**



Half Marathon / 10 Mile Route (**10 Mile does not complete the downtown section**)



Lola's Lake Waconia Half Marathon
Half Marathon, 10 Mile
Saturday, June 4, 2022
Est. Participants: 1,500





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MEMO

TO: Members of the Park Commission
CC: Martin Walsh, Parks & Recreation Director
FROM: Sam Pertz, Parks & Trails Supervisor
SUBJECT: Park & Recreation Services Donations for Increased Marketing & Promotion
DATE: February 4, 2022

Annually, the Parks & Recreation Department receives authorization from the County Board to issue donations as a way of promoting and marketing park services. Below outlines the items available for donation in 2022 and some specific strategies applied.

Items of Donation:

- Up to (5) day-use park shelter rentals.
- Up to (15) two-night camping reservations.
- \$500 in service value for outdoor recreation programs/events/equipment rentals

Possible Strategies for Application:

The first two items listed are often best utilized in two ways. The first being a good option for instances where local businesses, schools, non-profit organizations, etc. contact the office seeking support for a fundraiser type activity they are coordinating. Another way these items have been utilized is using them as prize certificates for drawings at County facilitated special events and programs.

Item three, voucher dollars issued to a patron, have been part of the Department's annual request for many years. This item has been underutilized. This year staff recommend a pilot program that ties these voucher dollars to a marketing material aimed for summer distribution. The \$500 would be split up into (50) \$10 vouchers/coupons and included in the 2022 summer recreation services program guide. These (50) copies would be mailed directly to a very small group of residents that fit the desired demographics in terms of those patrons that are most likely to have interest in outdoor recreation opportunities. This pilot program would allow staff to better understand the tool of seasonal program guide publication as well as better understand a long-standing question/item of how does the Department better reach County residents with information about Park services?

Recommendation:

It is requested that the Park Commission recommend to the County Board the donation items and strategies listed for the Parks Department marketing and promotion efforts in 2022.