



**Carver  
County  
Parks**

11360 Highway 212 West, Suite 2  
Cologne, MN 55322

## **Park & Recreation Commission Meeting**

Wednesday, July 13th, 2022  
Lake Waconia Regional Park  
8170 Paradise Lane  
Waconia, MN 55387  
6:00 p.m.

**Coney Island & Park Tour – Meet at Beach  
6:00 -7:30 (Approximate)**

### **AGENDA**

- 1) Call to Order (7:30 p.m.)
- 2) Roll Call (7:30 p.m.)
- 3) Approval of Agenda (7:31 p.m.)
- 4) Approval of the June 15<sup>th</sup>, 2022 Regular Meeting Minutes (7:31 p.m.)
- 5) Commissioner Liaison Report (7:32 p.m.)
- 6) Open to the Public (7:35 p.m.)
- 7) New Business (7:40 p.m.)
  - a. Special Event Use Permit for United Healthcare Children’s Foundation
- 8) Staff Reports (7:50 p.m.)
  - a. General Operations & Recreation Services
  - b. Maintenance and Natural Resources Operations
  - c. Administrative Update
    - i. Waterfront Service Center
    - ii. Crane Creek Bridge Repair
    - iii. SWRT
- 9) Commission Member Reports (8:15 p.m.)
- 10) Next Meeting Date (8:20 p.m.)
  - a. August 10<sup>th</sup>, 2022
- 11) Adjourn (8:25 p.m.)

### **Upcoming Events and Activities**

July 29-31: Camping with the Stars

**If a Commission Member cannot attend the meeting, please notify the Park Office.**

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## **Park & Recreation Commission Meeting**

Wednesday, June 15th, 2022  
Baylor Regional Park - Visitor Center  
10775 County Road 33  
Norwood Young America, MN 55397  
6:00 p.m.

**Park Tour 6:00pm -7:50pm**

### **MINUTES**

- 1) Call to Order
  - a. J. Bruner called the meeting to order at 7:59pm.
- 2) Roll Call
  - a. Present: Jim Boettcher, Jerry Bruner, Makiza Johnson, Scott Knight, Curt Kobilarcsik, Mark Lagergren
  - b. Absent: Gary Van Eyll
  - c. Staff: Tim Lynch, Marty Walsh, Sam Pertz, Jake Sandvig, Hope Mack
- 3) Approval of Agenda
  - a. Motion to approve the agenda made by J. Bruner, Seconded by M. Johnson Passed 6-0
- 4) Approval of the April 13<sup>th</sup>, 2022 Regular Meeting Minutes (7:17p.m.)
  - a. Motion to approve the minutes made by C. Kobilarcsik, Seconded by S. Knight Passed 6-0
- 5) Commissioner Liaison Report
  - a. T. Lynch reported that the approval of bids for the Waterfront Service Center will be on the County Board agenda on June 28<sup>th</sup> and that docks have been ordered for Lake Waconia Regional Park.
- 6) Open to the Public
  - a. None
- 7) Consent Agenda
  - a. Special Event Use Permits
    - i. 4<sup>th</sup> of July Firework Displays at Lake Waconia & Lake Minnewashta
    - ii. ISD 108 Cross Country Running Meets
      1. Motion to approve the consent agenda made by S. Knight, Seconded by C. Kobilarcsik Passed 6-0
- 8) Informational Items
  - a. 2023 Budget Request Review
    - i. Operating Budget
      1. M. Walsh presented the 2023 Draft Operations & Maintenance Budget Request which provides details on anticipated revenue and expenses. Revenue is expected to increase due to an increase in funding from the Met

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Council and the CCRRA. Staffing related expenses are expected to rise with new hires and department reorganization.

- ii. Attachments A & E
  - 1. M. Walsh also reviewed the current draft of ongoing and one-time expenditure requests. The County Board will have final approval over these requests.
- iii. Fee Schedule
  - 1. S. Pertz gave an overview of the proposed changes to the 2023 Fee Schedule including new fees for the Waterfront Service Center, and revised fees for shelters, services, equipment rentals, and permitting.
- b. Summer Recreation Services Overview
  - i. S. Pertz reviewed a memo which details the summer outdoor recreation services and operations plan for the season. One issue that may arise is not being able to have lifeguards for all shifts due to low staff levels.
- c. Emerald Ash Borer Management Plan
  - i. J. Sandvig has begun to inventory the count of ash trees on park property. Those selected to be treated, which are at least 10" in diameter, will be injected this year, and then again in 2024. Those smaller than 10", in poor health, or in unfavorable locations will be removed and replaced with other varieties of trees. Infected trees have not been found on park property yet, but are in other areas of the county.
- d. Waterfront Service Center Update (Information Provided at Meeting)
  - i. The bid package will be presented to the County Board on June 28<sup>th</sup> to give approval to award contracts. As of now, the all in cost for the project is \$8.7 million.

#### 9) Staff Reports

- a. General Operations & Recreation Services
  - i. S. Pertz thanked the local Lion's Chapters for their volunteer work on Coney Island. He also shared the recent summer postcard that was mailed out as well as the summer Program Guide and newspaper insert.
- b. Maintenance and Natural Resources Operations
  - i. Trees should be treated in August for Emerald Ash Borer. Preparation has begun for 4<sup>th</sup> of July fireworks and activities. Seasonal employees are being trained in and will be working on projects throughout the season.
- c. Administrative Update
  - i. Planning Work and Near Term Planning Objectives
    - 1. M. Walsh provided a review of current and proposed projects in the department.

#### 10) Commission Member Reports

- a. J. Bruner recommended for people to research those running for Public Office and see where they stand on supporting Parks Departments.

#### 11) Next Meeting Date

- a. July 13<sup>th</sup>, 2022 at Lake Waconia Regional Park beginning at 6:00pm. After a tour of Coney Island the meeting will be held outside, or in case of inclement weather, in the Event Center.

#### 12) Adjourn

- a. Motion to adjourn at 9:38pm by J. Bruner, Seconded by M. Johnson Passed 6-0

#### **Upcoming Events and Activities**

July 9<sup>th</sup>, 2022: Minnewashta Mud Run



## **MEMO**

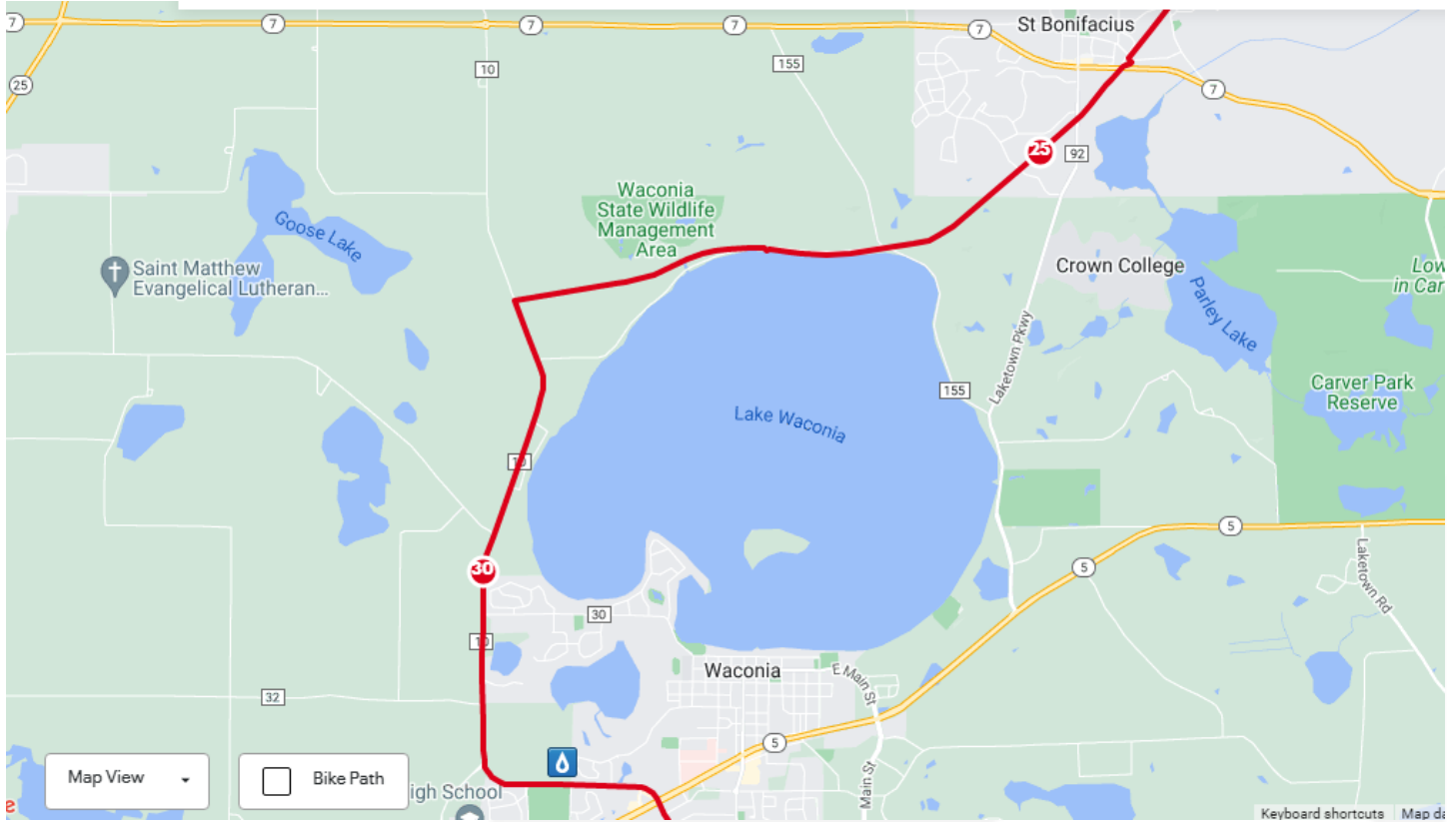
**TO:** Members of the Park Commission  
**CC:** Martin Walsh, Parks & Recreation Director  
**FROM:** Sam Pertz, Parks & Trails Supervisor  
**SUBJECT:** Special Event Use Permit Request – United Healthcare Children’s Foundation  
**DATE:** July 8, 2022

This memorandum outlines the pertinent details for review and recommendation for issuance of a Special Event Use Permit to United Healthcare Children’s Foundation. The permit allows for a bike ride/race event(s) as a means of fund raising, which is planned to occur on a portion of the Dakota Rail Regional Trail owned by Carver County.

### **United Healthcare Children’s Foundation**

- **Date(s):** Saturday, 8/13/22
- **Where:** Dakota Rail Regional Trail, between CR 10 and CR 155 (generally the north side of Lake Waconia)
- **What:** Endurance bike ride/race.
- **Attendance:** At least (100) participants are anticipated to ride this portion of the events overall route(s) layout.
- **Impact on DRT:** Event will bring increased users of the endurance biking demographic to this segment of the trail between 9-11am on event date. Staff do not see other impacts for the Park Commission to be aware of.
- **Required Permit Items Obtained & Reviewed:** Yes, process underway.
  - Required permitting materials were submitted recently, creating a less than ideal timeline to this permitting process. Staff are working to move the request forward, with the final step of County Board authorization planned for the August 2<sup>nd</sup> meeting.
- **Significant Elements/Items of Attention:** In the past, similar events have raised some concerns of adjacent private property owners along the DRT. The segment being requested for event use has not been an area of sensitivity.
- **Permit Fees:** Applicable fees per the 2022 County Fee Schedule special event use permit application.
- **Years with County Issued Use Permit:** This is the first year the organization has requested a SUP.
- **Staff Notes:** This event has light/minimal impacts/use on County Park and Trail property. The event group has also requested use of County Road ways and is working with Program Delivery on those permit requirements.

**Recommendation:** It is requested that the Park Commission recommend issuance of a Special Event Use Permit to United Healthcare Children’s Foundation to the County Board upon completion of all outstanding items.



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