



**Carver  
County  
Parks**

11360 Highway 212 West, Suite 2  
Cologne, MN 55322

## **Parks & Recreation Commission Meeting**

Wednesday, September 14th, 2022

Public Works Headquarters

11360 Highway 212

Cologne, MN 55322

6:30 pm

### **AGENDA**

- 1) Call to Order (6:30 p.m.)
- 2) Roll Call (6:30 p.m.)
- 3) Approval of Agenda (6:31 p.m.)
- 4) Approval of the August 10<sup>th</sup>, 2022 Regular Meeting Minutes (6:31 p.m.)
- 5) Commissioner Liaison Report (6:32 p.m.)
- 6) Open to the Public (6:35 p.m.)
- 7) New Business (6:45 p.m.)
  - a. Special Use Permit Request for Minnetonka Public Schools
  - b. Minnesota Astronomical Society Request for Building Addition
- 8) Staff Reports (7:15 p.m.)
  - a. General Operations & Recreation Services
  - b. Maintenance and Natural Resources Operations
  - c. Administrative Update
- 9) Commission Member Reports (7:30 p.m.)
- 10) Next Meeting Date (7:35 p.m.)
  - a. October 5<sup>th</sup> or 19<sup>th</sup>, 2022
- 11) Adjourn (7:40p.m.)

### **Upcoming Events and Activities**

10/1/22: Fall Astronomy Day / 50<sup>th</sup> Year of MAS Celebration

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

CARVER COUNTY



**Carver  
County  
Parks**

11360 Highway 212 West, Suite 2  
Cologne, MN 55322

## **Parks & Recreation Commission Meeting**

Wednesday, August 10th, 2022

Lake Minnewashta Regional Park – Lakeview Shelter

6900 Hazeltine Blvd

Chanassen, MN 55331

7:30 p.m.

### **TH 5 Trail & Lake Minnewashta Regional Park Tour**

Meet at the MN Arboretum at Picnic Shelter C at 5:50pm

3725 Arboretum Drive; Chaska, MN 55318

6:00 -7:30 (Approximate)

### **MINUTES**

- 1) Call to Order
  - a. G. Bruner called the meeting to order at 7:22pm.
- 2) Roll Call
  - a. Present: Jim Boettcher, Gerry Bruner, Makiza Johnson, Curt Kobilarcsik, Mark Lagergren, and Gary Van Eyll
  - b. Absent: Scott Knight
  - c. Staff: Marty Walsh, Sam Pertz, Jake Sandvig, and Hope Mack
- 3) Approval of Agenda
  - a. Motion to approve the agenda made by G. Van Eyll, Seconded J. Boettcher; Passed 6-0
- 4) Approval of the July 13<sup>th</sup>, 2022 Regular Meeting Minutes
  - a. Motion to approved the minutes made by C. Kobilarcsik, Seconded M. Johnson; Passed 6-0
- 5) Commissioner Liaison Report
  - a. Commissioner T. Lynch reported that it is fantastic to be moving forward with the Waterfront Service Center and that the docks for Coney Island & Lake Waconia have been delayed. They are expected to be delivered by late October.
- 6) Open to the Public
  - a. None
- 7) Consent Agenda
  - a. Special Event Use Permit for We Walk! Speed Walking Marathon Race
    - i. This event has taken place for 5 prior years and will be held on 9/24/22. It will utilize the Dakota Rail Regional Trail between CR155 and Lester Prairie.
      1. Motion to approve the consent agenda made by G. Van Eyll, Seconded M. Lagergren; Passed 6-0
- 8) Informational
  - a. Minnesota Astronomical Society Request for Building Addition
    - i. Merle Hiltner from MAS presented the plans for additions to the observatory facility located at Baylor Regional Park. Extending the HotSpot classroom and adding more storage space are their main priorities. They will be seeking approval at a future Park Commission meeting.

CARVER COUNTY

## 9) New Business

- a. Special Event Use Permit for St. John's Lutheran School Cross Country Meet
  - i. Becky Bernau from St. John's School described the event which will take place on 9/20/22 at Baylor Regional Park.
    1. Motion to approve made by M. Lagergren, Seconded C. Kobilarcsik; Passed 6-0
- b. Special Event Use Permit for Race to the Polls 5k
  - i. Patricia Williamson presented the details of the event which will take place on 10/1/22 and use the Minnesota River Bluffs Regional Trail from Carver to Athletic Park in Chaska.
    1. Motion to approve made by M. Johnson, Seconded J. Boettcher; Passed 6-0

## 10) Old Business

- a. Special Event Use Permitting – Draft Policy (materials provided at meeting)
  - i. S. Pertz presented a draft policy he recommends forwarding on to the County Board for authorization. This policy would define the options, process, and timeline for applying for a Special Event Use Permit.
    1. M. Lagergren motioned to move this forward to the County Board, Seconded G. Van Eyll; Passed 6-0
- b. 2023 Fee Schedule
  - i. S. Pertz reviewed the proposed changes for 2023 and the anticipated additional revenue they would generate.
    1. Motion to approve the changes made by C. Kolilarcsik, Seconded M. Lagergren; Passed 6-0

## 11) Staff Reports

- a. General Operations & Recreation Services
  - i. S. Pertz reported that lifeguard services will go through 8/21/22, summer watercraft rentals will end on 9/5/22, and that the Hoffmann Monument draft has been shared with Native American agencies for their review. Miranda Starr, a Recreation Instructor doing an internship with Parks, shared an accomplishment achieved during her time here.
- b. Maintenance and Natural Resources Operations
  - i. J. Sandvig shared that work to repair the north shore on the Dakota Rail Regional trail by Lake Waconia will begin on 8/15/22. The removal of dead/hazardous trees at Baylor Regional Park was done August 2-4. 10 replacement trees will be planted this fall to next spring.
- c. Administrative Update
  - i. M. Walsh reported that the preconstruction meeting for the WSC will be on 8/16/22, the holding ponds have been redesigned, and that a groundbreaking ceremony is planned for this fall. He also stated that he attended the 2023 Budget Hearing.

## 12) Commission Member Reports

- a. There was discussion on how the commission strives to promote all community members to utilize the county's parks and trails.
- b. G. Bruner shared that he has been nominated to be on the Minnehaha Creek Association's Watershed Commission.

## 13) Next Meeting Date

- a. September 14<sup>th</sup>, 2022

## 14) Adjourn

- a. Motion by J. Boettcher to adjourn the meeting at 8:54pm, Seconded M. Johnson; Passed 6-0

### Upcoming Events and Activities

8/13/22: Recreation Try-it Station at the Carver County Fair

CARVER COUNTY



## **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 – Minnetonka Community Education & School District  
**DATE:** September 6, 2022

This memorandum outlines the pertinent details for review and recommendation for issuance of a Special Event Use Permit to Minnetonka Public Schools – Community Education. The permit allows for a bike ride/race event planned to occur on a portion of the Minnesota River Bluffs Regional Trail owned by Carver County.

### **Minnetonka Public Schools – Community Education**

- **Date:** Sunday, September 25, 2022 (No inclement weather day planned)
- **Where:** Minnesota River Bluffs Regional Trail from the County line into Chaska and Chanhassen.
- **What:** 28-mile endurance bike ride.
- **Attendance:** At least 250 participants are anticipated to ride this route.
- **Impact on Trail Corridor:** Event will bring increased users of the endurance biking demographic to this segment of the trail between 12-3p.m. 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 accommodate the request.
- **Significant Elements/Items of Attention:** Events similar to this one have raised some issues with adjacent property owners in the past on other regional trail corridors owned by the County. With this being the first event that the County has permitted on this trail, staff aren't certain what (if any) response will be generated.
- **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 Roadways 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 Minnetonka Public Schools – Community Education for the 2022 Fall De Tonka bike ride event.

# 2022 Fall de Tonka 28-Mile Ride



**Fall de Tonka**

**12:00 p.m. Start**



Ride inside the coned lane.

**Attention Riders:**

- Your wristband must be worn at all times. This gets you in to the rest stops.
- Fall de Tonka is a Ride, NOT a Race. Ride Safe and Respectfully.
- Do not cross the center line.

The 28-mile ride begins and ends at Minnetonka Community Education Center (MCEC)  
Ride Headquarters – (952) 401-6800  
\*route is subject to change

**Rest Stops**

**RS-1**

Miller Park –  
Eden Prairie  
(12.1-mile mark)

**RS-2**

Chanhassen Rec Center  
(20.5 mile-mark)

**FINISH**

Free Joey Nova's Pizza

**Minnetonka Community Education Center**

**Starting Note:**

1. Be in the parking lot by 11:00 a.m.
2. Be in the bike corral by 11:45 a.m.
3. Announcements and National Anthem at 11:55 a.m.
4. The bike ride begins at 12 p.m.

**SPONSORS**



**FDT HQ – 952-401-6800**  
**Emergency – Call 911**

**Route:**

**Paved Trail:**

**Ag Lime Trail:**

**Mile Marker:**





**Carver  
County  
Parks**

11360 Highway 212 West, Suite 2  
Cologne, MN55322

## **MEMO**

**TO:** Members of the Park Commission  
**FROM:** Martin Walsh, Parks and Recreation Director  
**SUBJECT:** Proposed Classroom Addition at the Eagle Lake Observatory  
**DATE:** September 7, 2022

The Minnesota Astronomical Society has requested that they be allowed to expand the Hot Spot Classroom of the Eagle Lake Observatory.

### **Background**

Carver County has a long history of working with the Minnesota Astronomical Society (MAS). In 1986 Carver County was granted a master plan amendment by the Metropolitan Council for an astronomical observatory at Baylor Regional Park. Also, in 1986 a Conditional Use Permit for Baylor Regional Park was amended by Carver County to allow for a permanent structure of an observatory in the park.

Since 1988, MAS has leased space in the park for an observatory and related programs. Key terms of the lease include:

- Term is 10 years and at MAS's option
- MAS is responsible for expenses for insurance, utilities, operations, maintenance, and improvements
- MAS Star Parties are open to the public
- MAS agrees to work with groups interested in the study of astronomy
- MAS may have exclusive use of the observatory after regular park hours

The first building of the Onan Observatory was under construction during 1998. Then in 2012, MAS received approval to construct two more buildings, the Casby Observatory and the Hot Spot Classroom.

MAS has had an annual attendance of over 4,000 (pre COVID) and is requesting the expansion to the Hot Spot Classroom for additional seating capacity and storage.

Attached are diagrams of the proposed building addition.

### **Recommendation**

It is requested that the Park Commission recommend to the County Board that the lease agreement and site plan with MAS be amended to allow for the construction and operation of the building addition to the Hot Spot Classroom. The building addition is to be constructed with like building materials and color as compared to the existing classroom and at their own expense. MAS must obtain all necessary building permits and be compliant with building codes.

CARVER COUNTY



BAYLOR  
REGIONAL  
PARK



©Carver County GIS

This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 8/31/2022



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

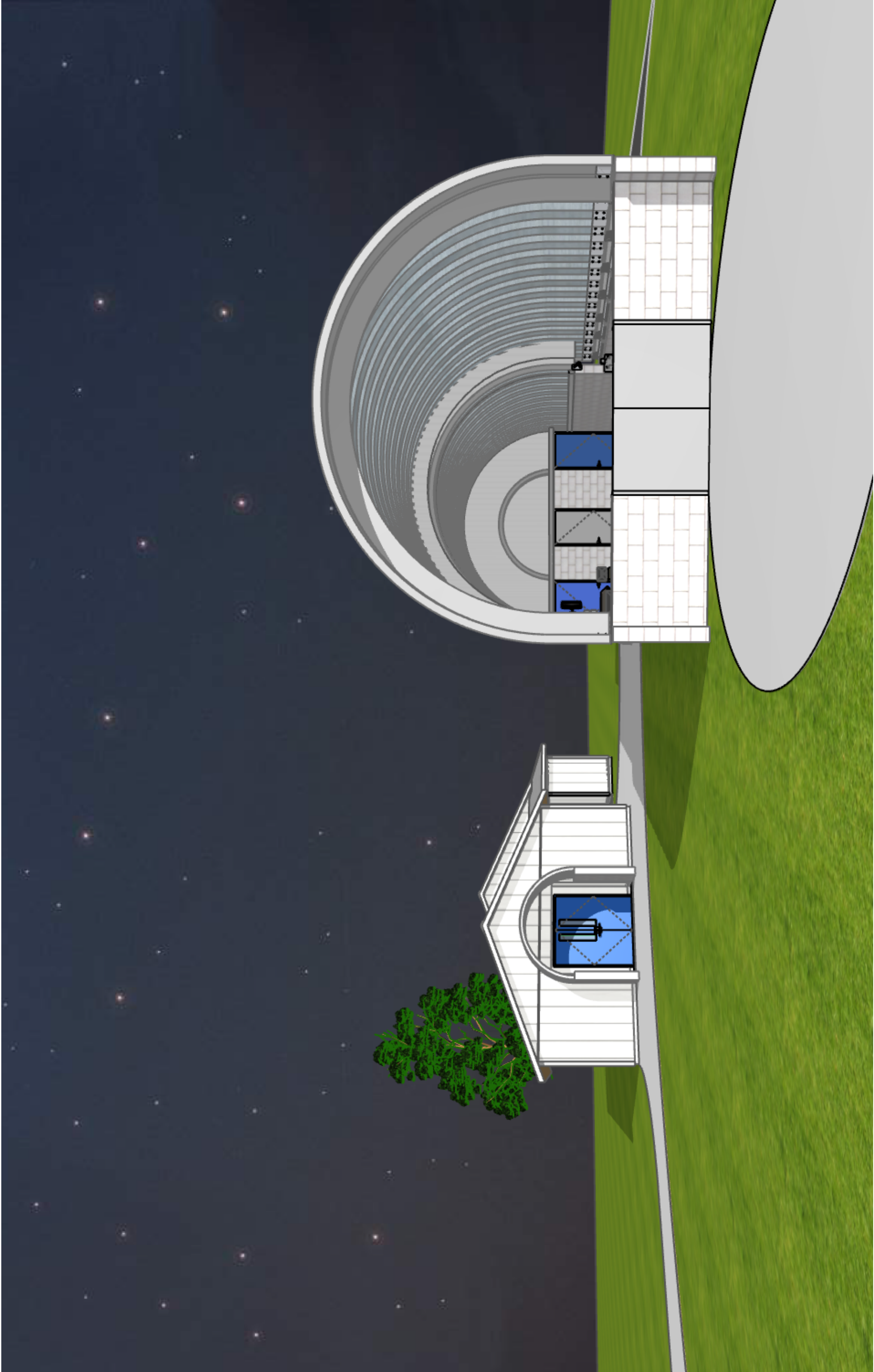
Map Date: 8/31/2022







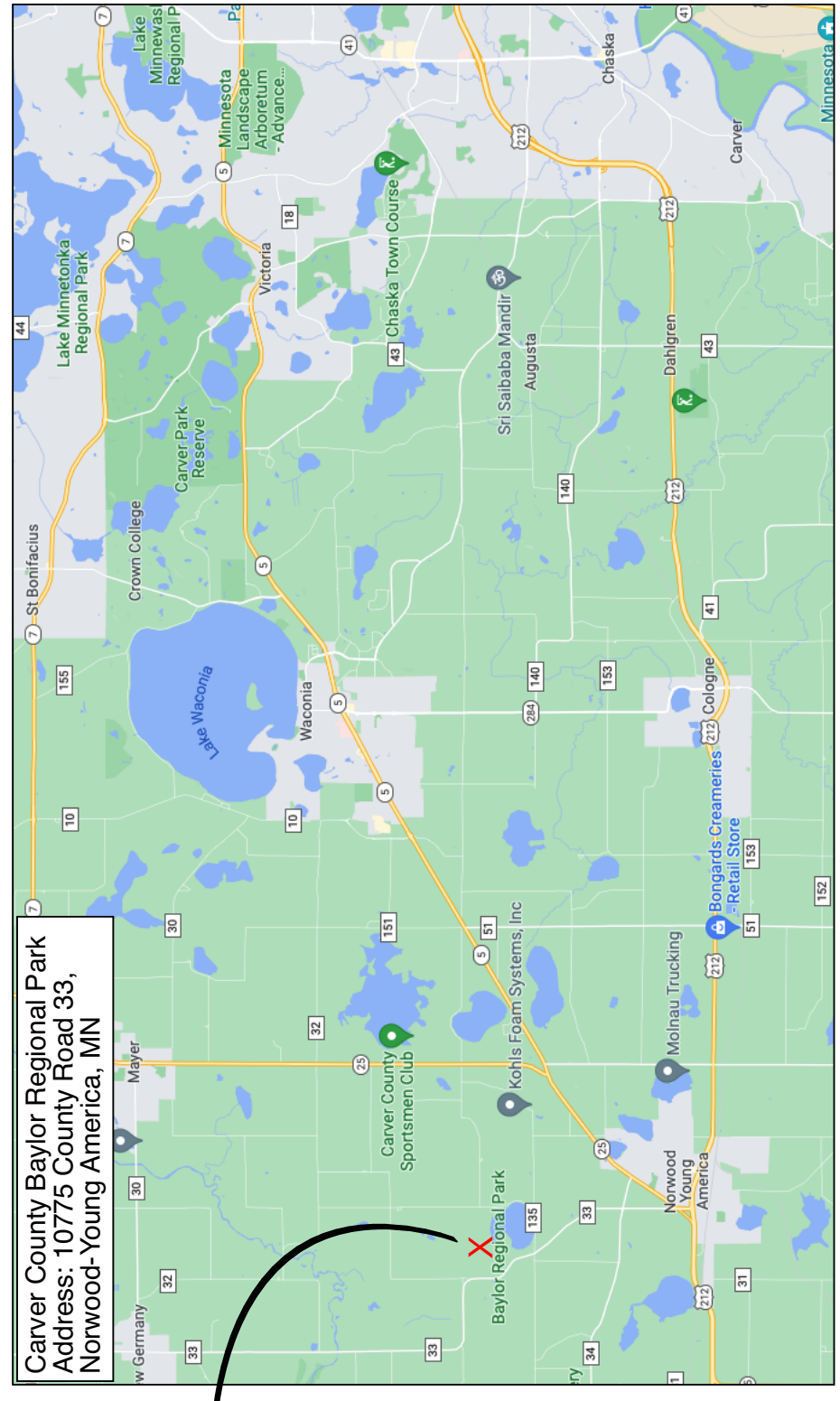
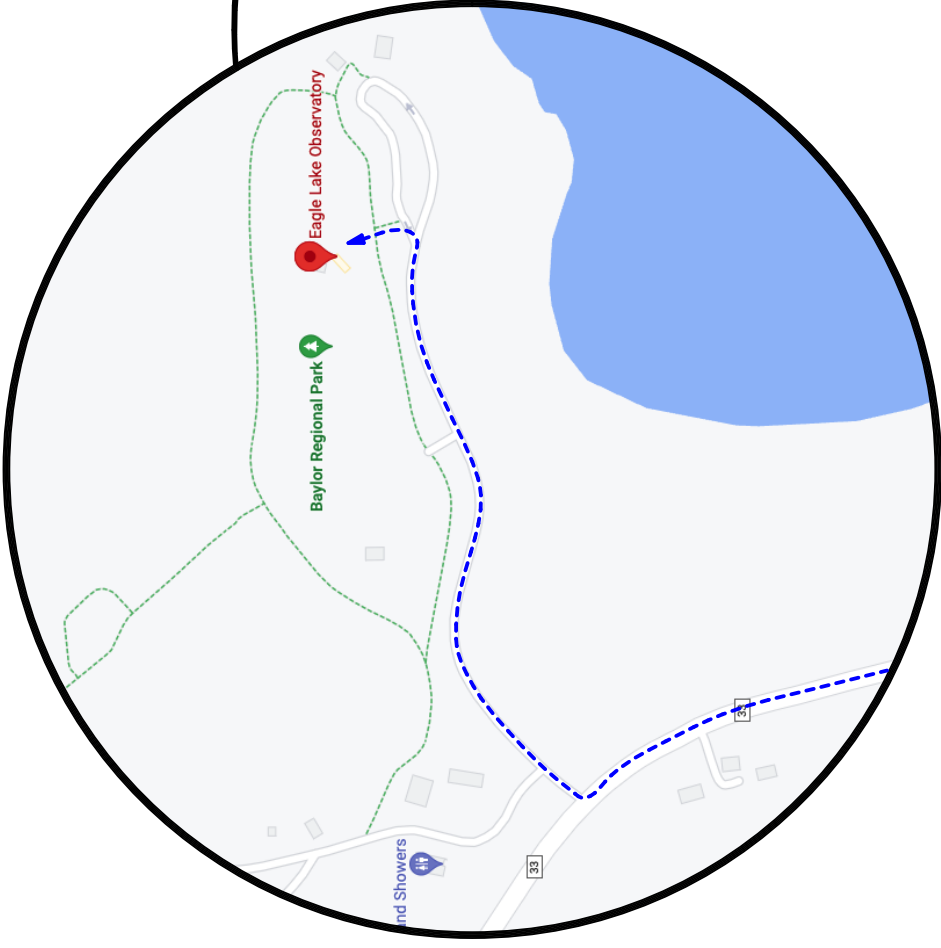






1 BUILDING PERSPECTIVE

A0.01



2 LOCATION MAP

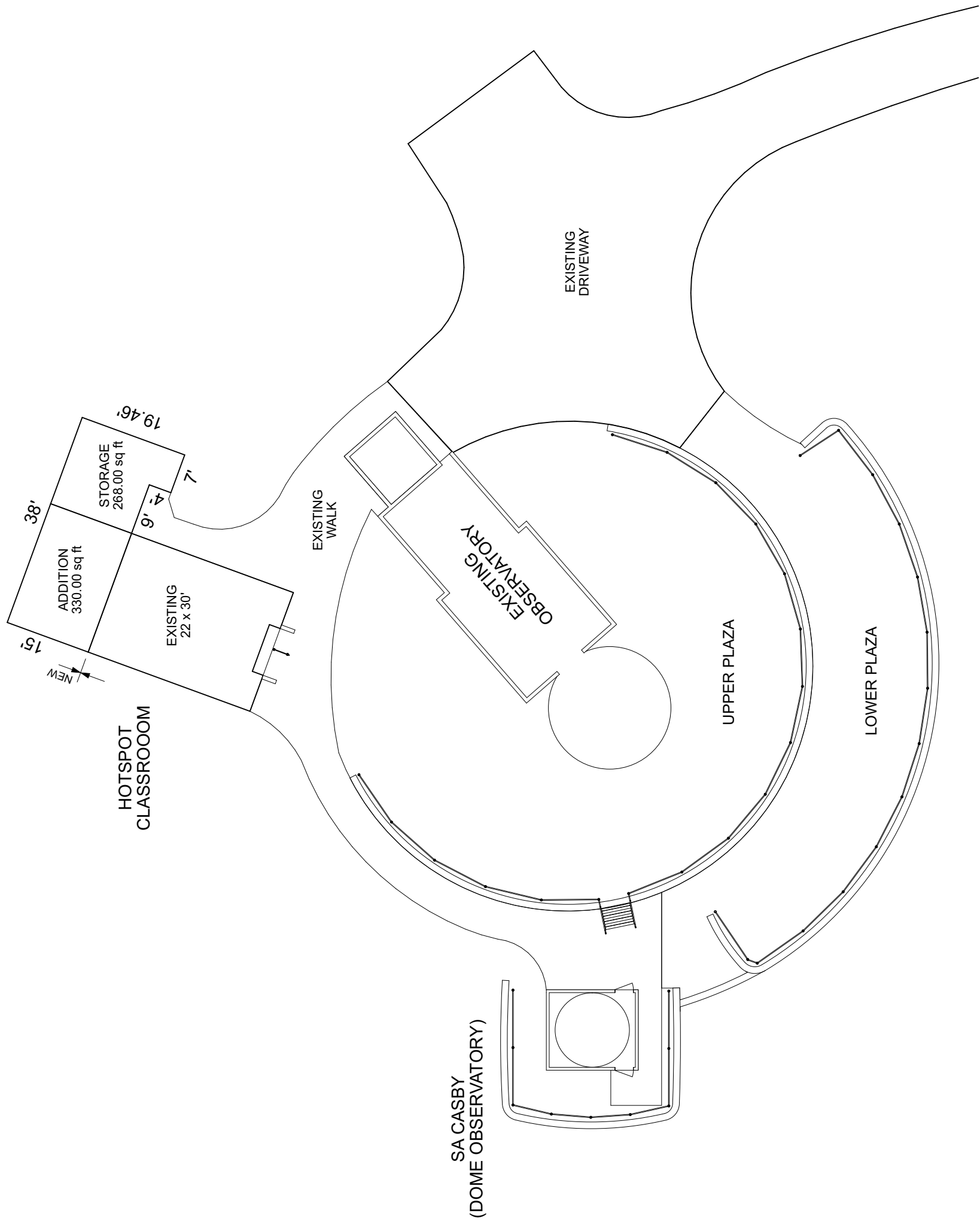
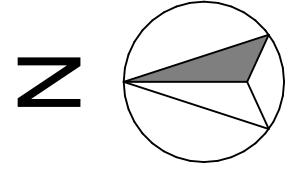
A0.01

**Minnesota Astronomical Society**  
**Hotspot Classroom Expansion Plan**  
 Baylor Regional Park  
 10775 County Rd 33  
 Norwood - Young America, MN 55397

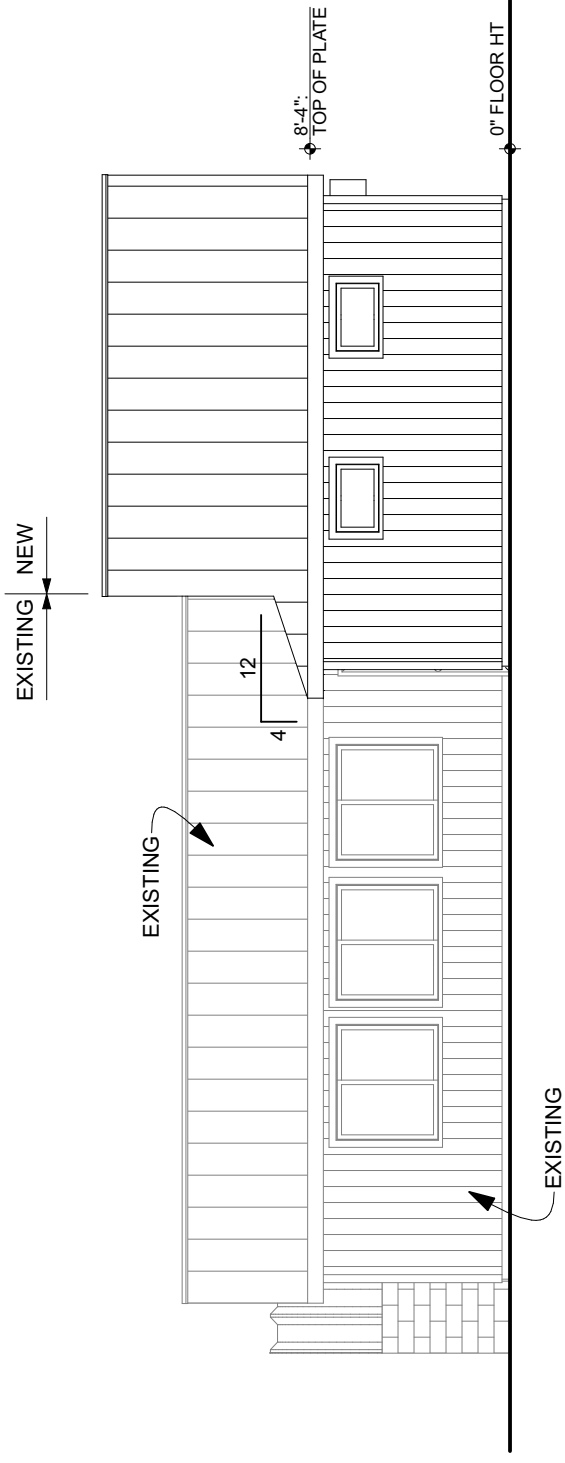
Contact: Merle Hiltner  
 mhiltner@charter.net  
 952-797-2439

Sheet Title: TITLE SHEET  
 Sheet Number: A0.01  
 Date: November 29, 2021

TABLE OF CONTENTS	
NO.	SHEET NAME
A0.01	TITLE SHEET
A0.02	SITE PLAN
A1.00	FOUNDATION PLAN
A1.10	DEMO FLOOR PLAN
A1.20	FLOOR PLAN
A2.00	ROOF PLAN
A3.00	ELEVATIONS
A4.00	SECTION
A5.00	ELECTRIC PLAN



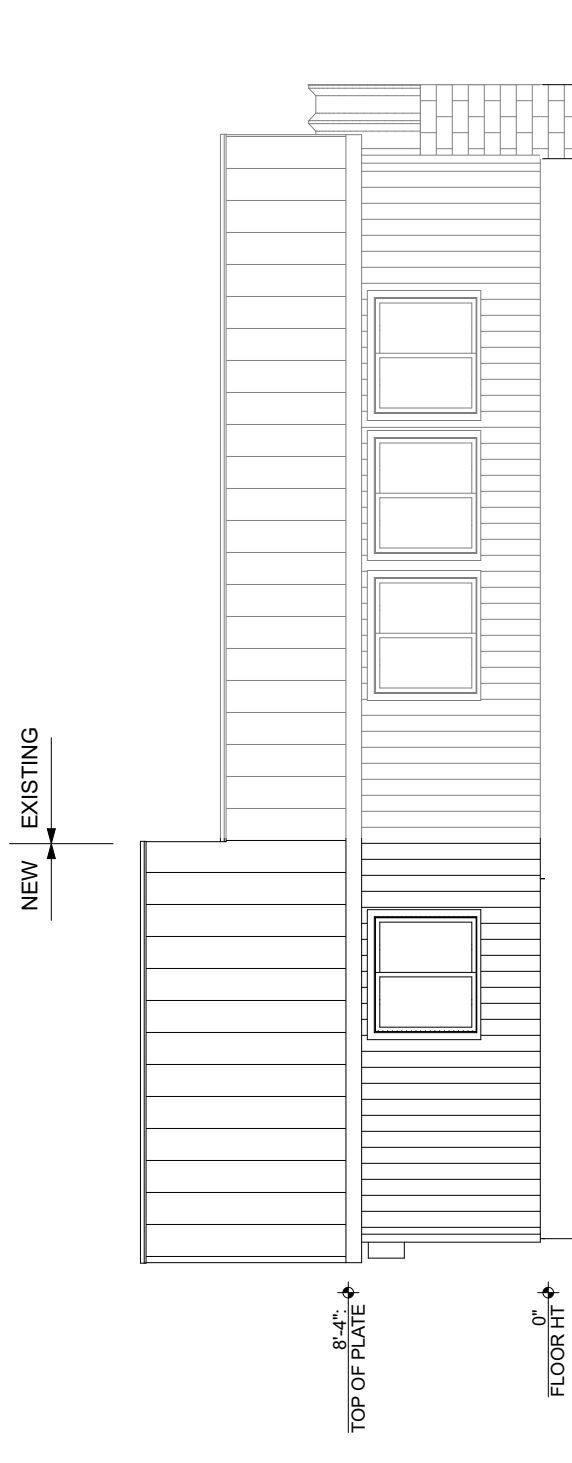
**1** SITE PLAN  
 A0.02  
 SCALE: 1" = 20'



### 2 EAST ELEVATION

SCALE: 1/8" = 1'-0"

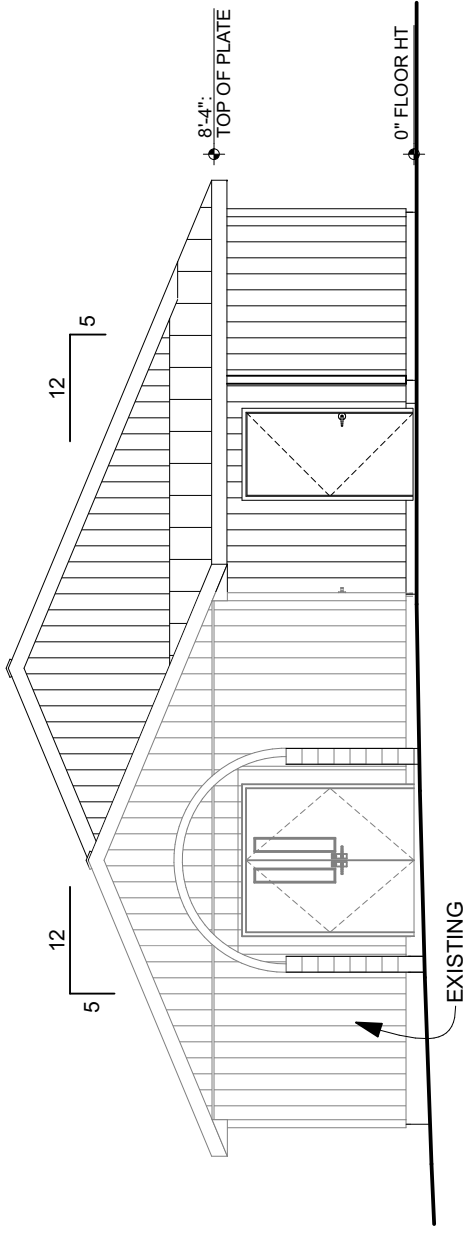
2  
A3.00



### 4 WEST ELEVATION

SCALE: 1/8" = 1'-0"

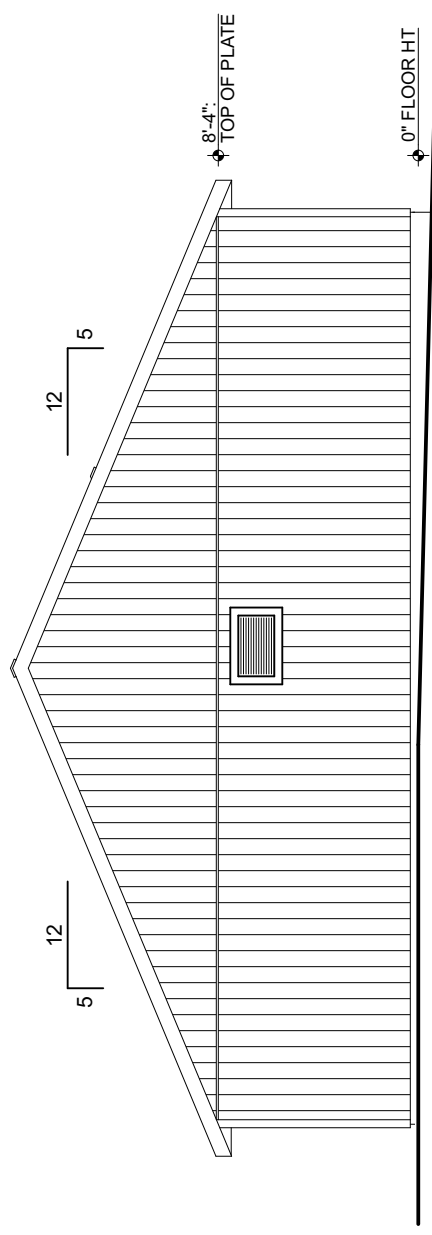
4  
A3.00



### 1 SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

1  
A3.00



### 3 NORTH ELEVATION

SCALE: 1/8" = 1'-0"

3  
A3.00

Sheet Title:

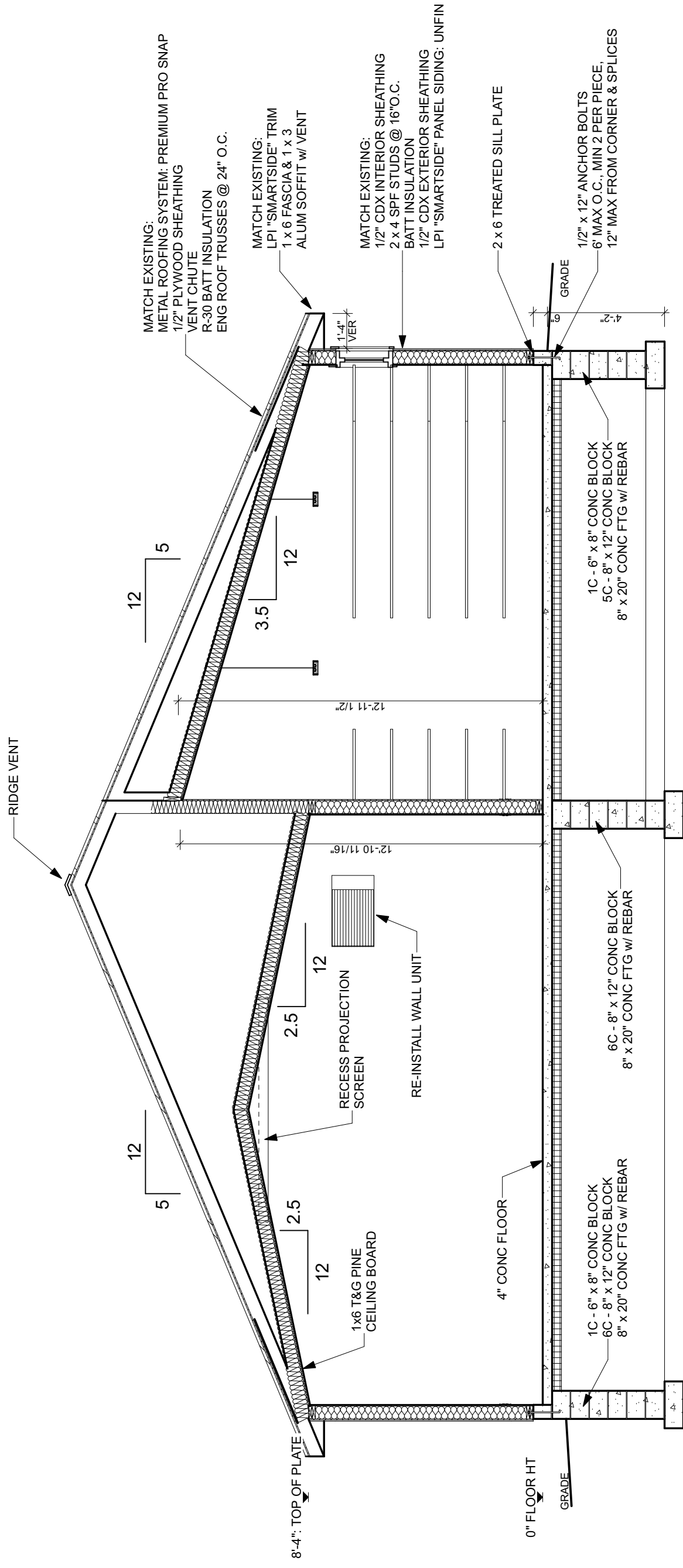
Sheet Number:

Date:

# Minnesota Astronomical Society Hotspot Classroom Expansion Plan

Baylor Regional Park  
10775 County Rd 33  
Norwood - Young America, MN 55397

Contact: Merle Hillner  
mhillner@charter.net  
952-797-2439

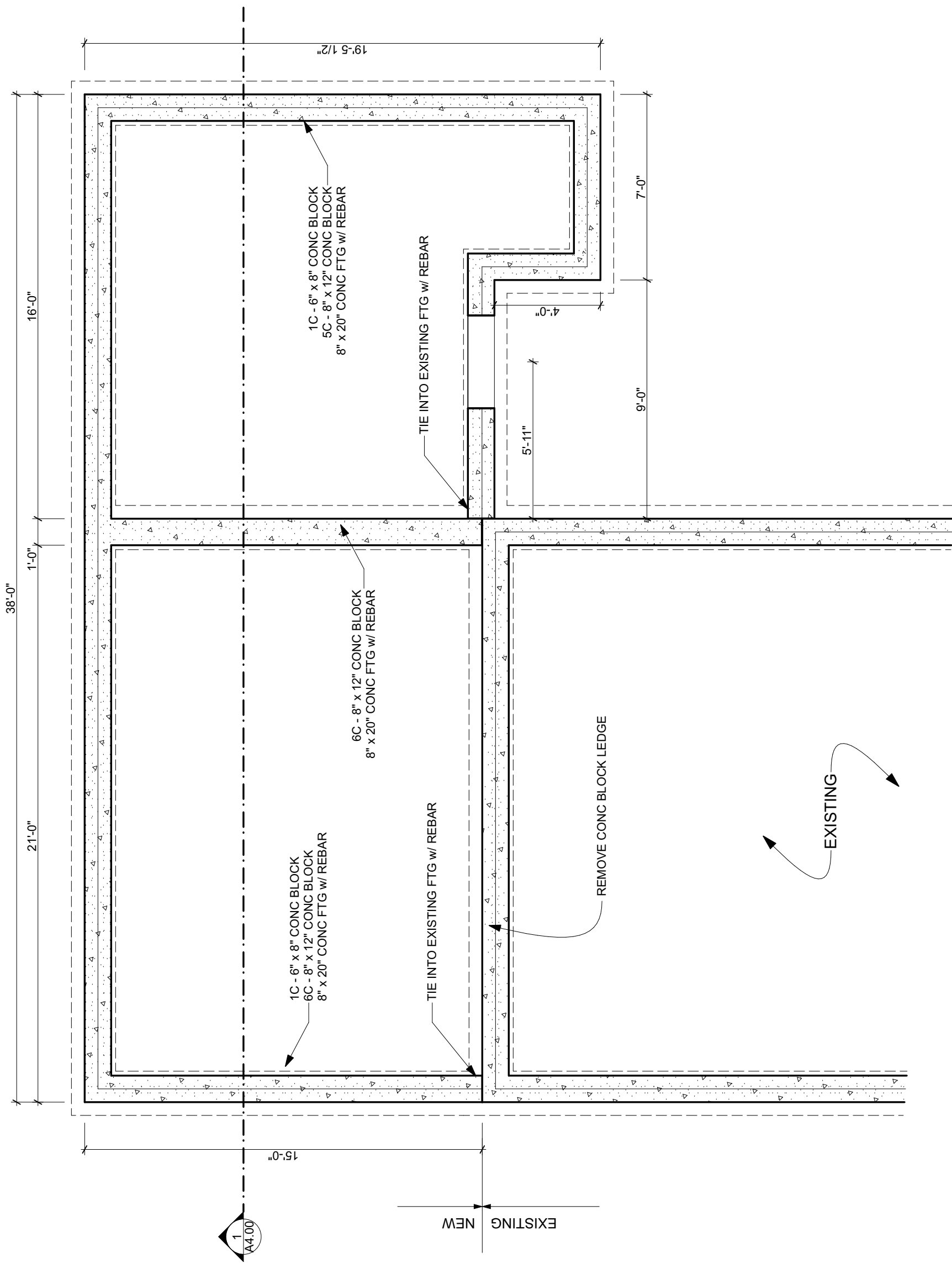


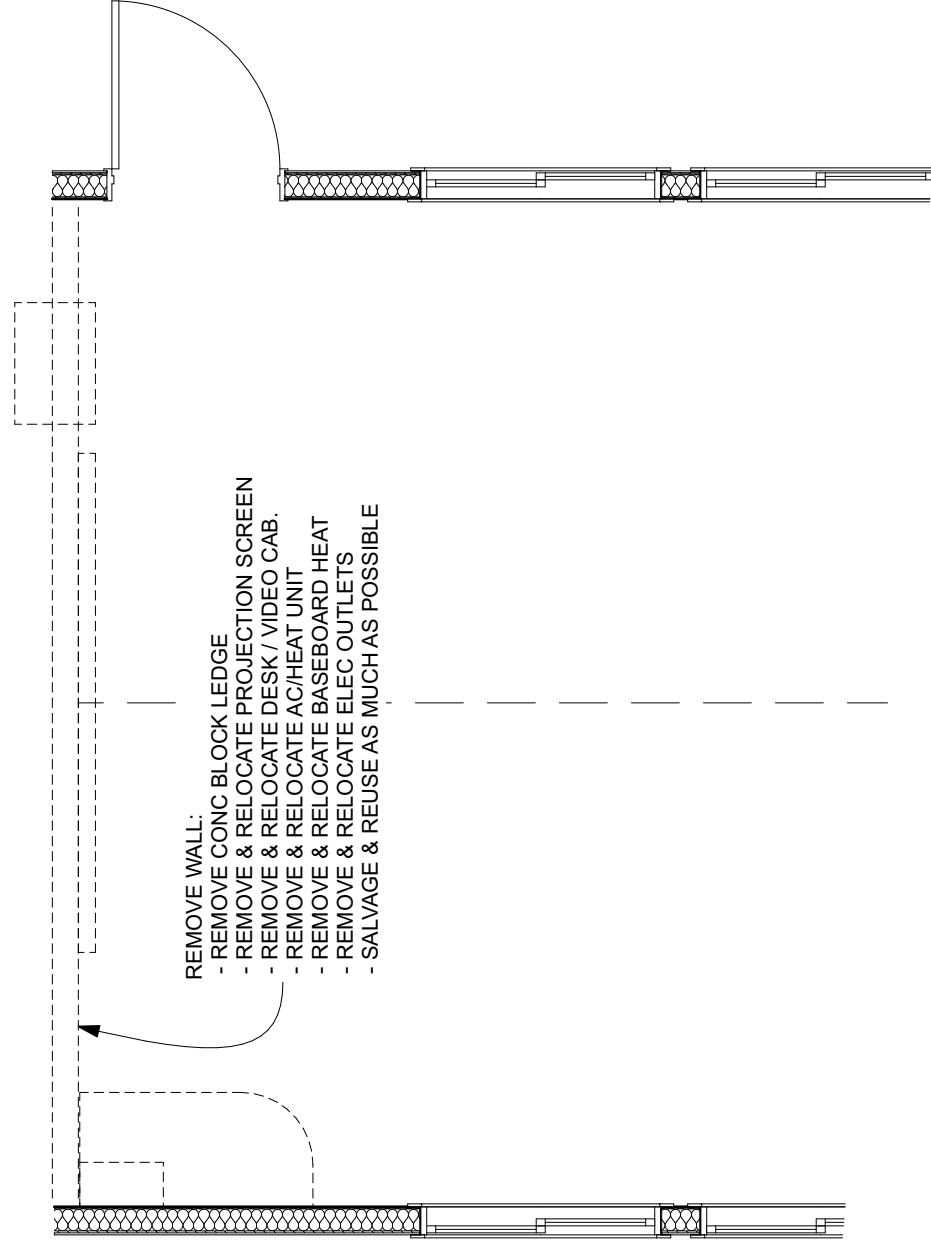
## 1 WALL SECTION

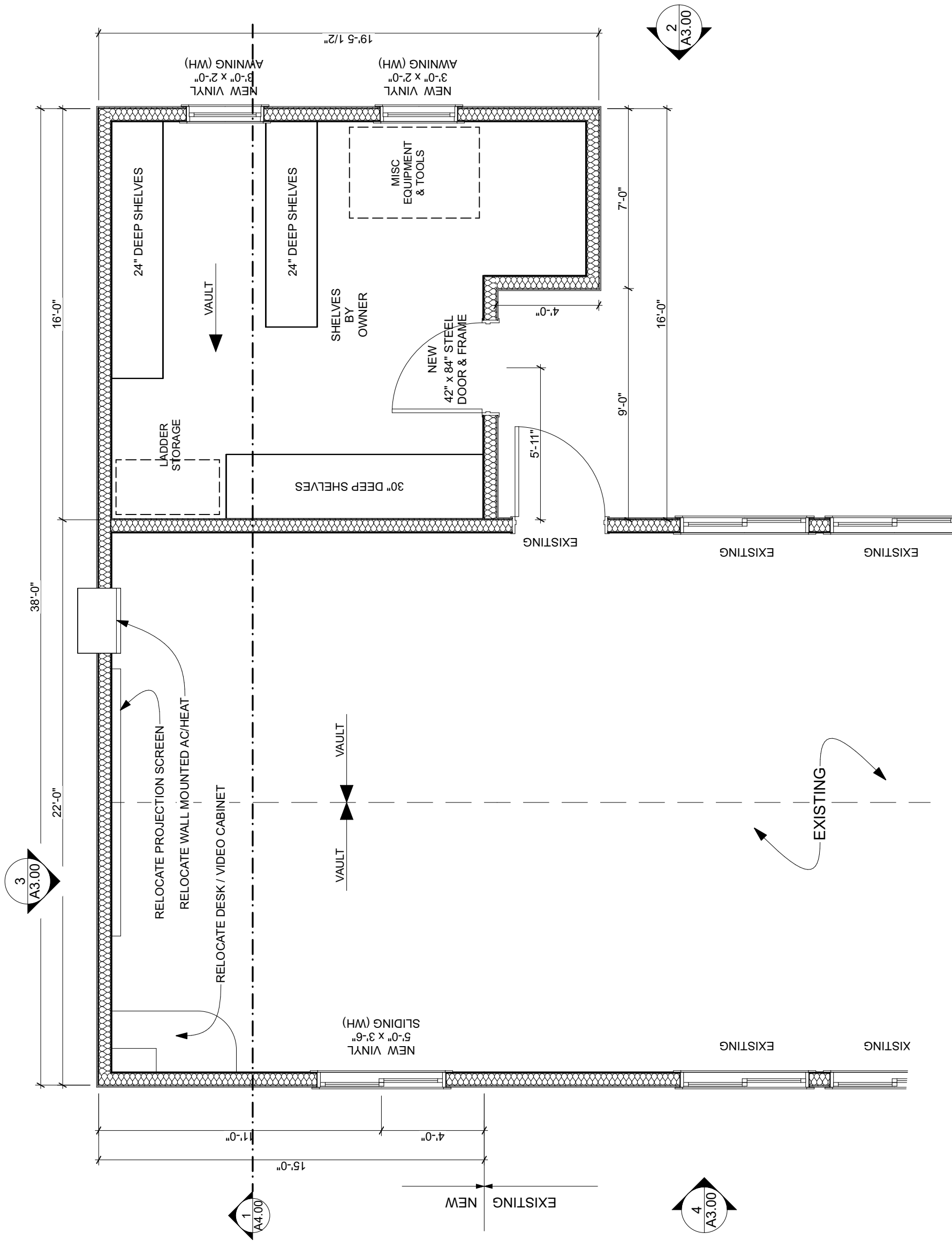
A4.00

SCALE: 1/4" = 1'-0"





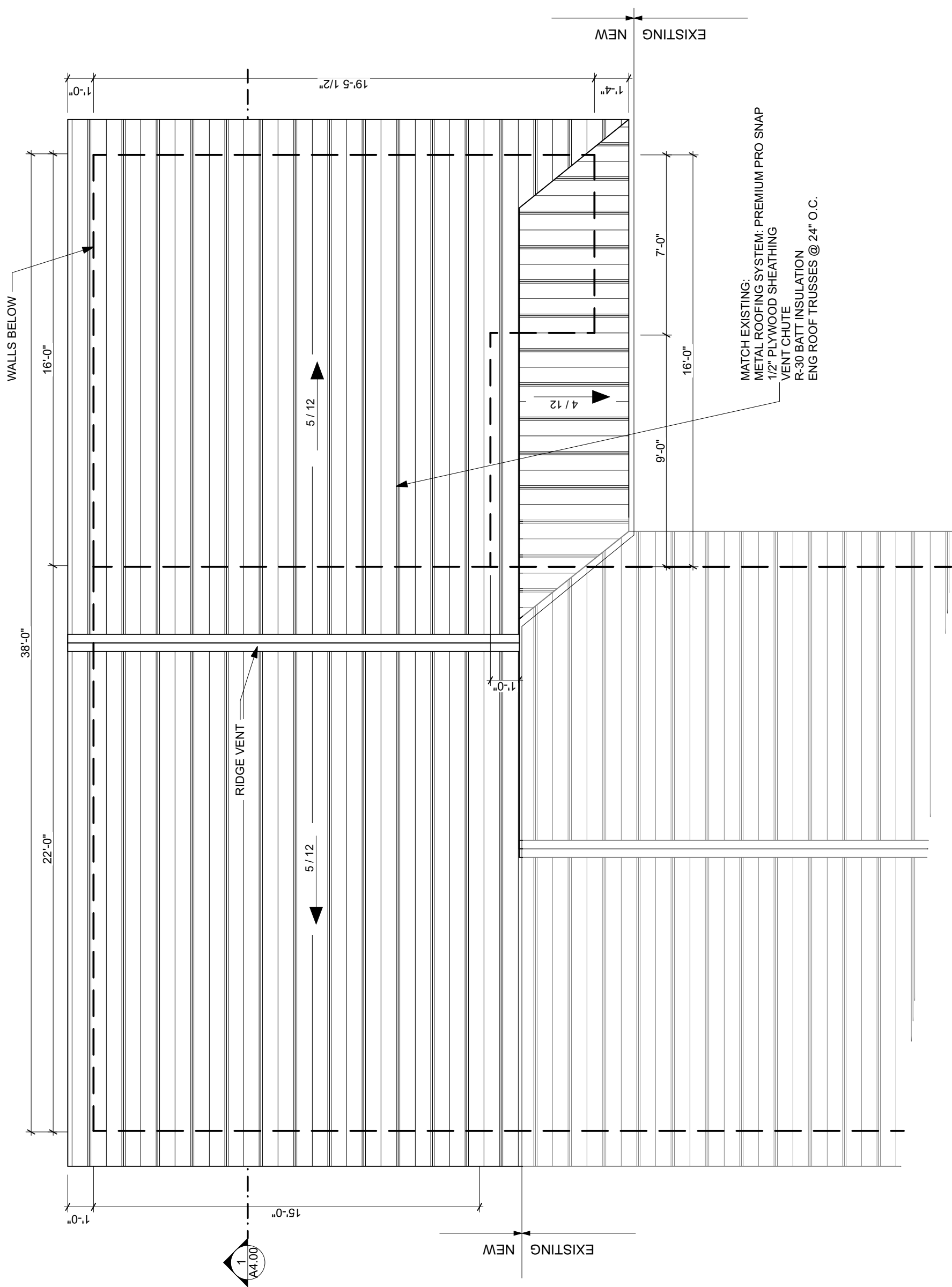




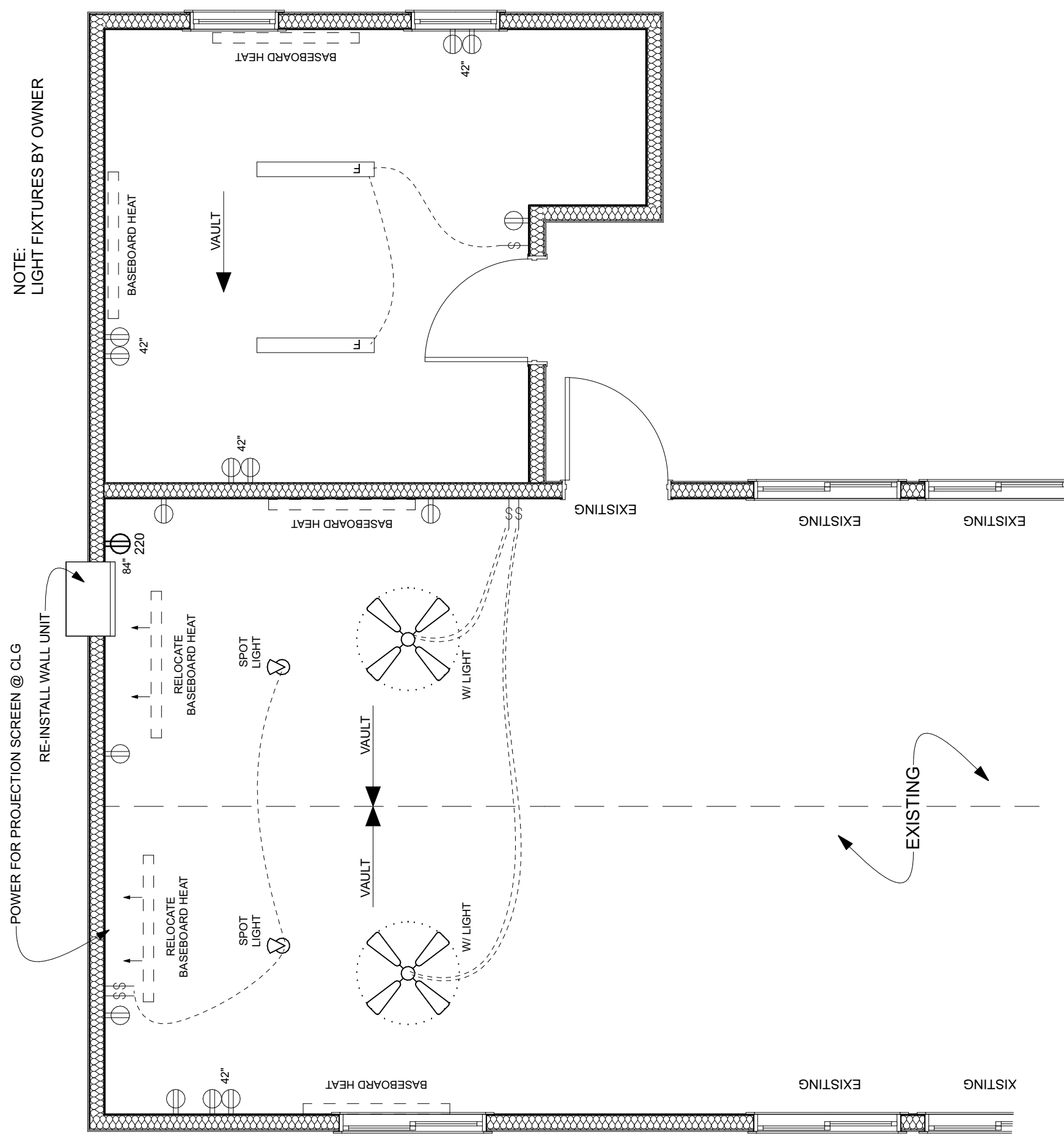
# 1 FLOOR PLAN

SCALE: 1/4" = 1'-0"

## A1.20



1 ROOF PLAN  
SCALE: 1/4" = 1'-0"  
A2.00



NOTE:  
LIGHT FIXTURES BY OWNER

1 ELECTRIC PLAN

SCALE: 1/4" = 1'-0"

A5.00