



CARVER COUNTY PARKS

11360 Highway 212 West, Suite #2
Cologne, MN 55322
Phone (952) 466-5250 Fax (952) 466-5223
www.co.carver.mn.us/parks

Division of Public Works

11360 Hwy. 212 West, Suite #1
Cologne, MN 55322
Phone (952) 466-5200
Fax (952) 466-5223

Park Commission Meeting

Wednesday, December 14th, 2016

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 November 9, 2016 Regular Meeting Minutes (6:32 p.m.)
- 3) Additions or Deletions to the Agenda (6:33 p.m.)
- 4) Approval of Agenda (6:34 p.m.)
- 5) Commissioner Liaison Report (6:35 p.m.)
- 6) Open to the Public (6:36 p.m.)
- 7) Old Business (6:40 p.m.)
 - a. Special Use Event Policy
- 8) New Business (7:00 p.m.)
 - a. Recreation Event/Program Cancellation Procedure
- 9) Staff Reports (7:20 p.m.)
 - a. 2016 Parks and Recreation Services, Year-Review
 - b. Park Operations and Recreation Services Update
 - c. MN River Bluffs Regional Trail
 - d. Historical Consulting Work – Coney Island
 - e. Regional Bicycle Barriers Study – Technical Advisory Work Group (TAWG)
 - f. ParkSide Church Request for Utility Easement
 - g. Parks Open Space and Trails System Plan Update
- 10) Commission Member Reports (8:00p.m.)
- 11) Set Next Tour/Meeting Date (8:05p.m.) – Proposed Date January 11, 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.

Draft Meeting Minutes November 9, 2016

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

Staff Present: Marty Walsh, Connie Keller, Sam Pertz

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

Approval of Minutes: **(6:30p.m.)**
Trick motioned to approve the minutes of the October 12, 2016 regular meeting minutes Boettcher seconded the motion.
Motion passed 6 to 0

Additions/Deletions to the Agenda: **(6:30 p.m.)**
Additional Staff reports added

Approval of Agenda: **(6:31 p.m.)**
Bruner motioned to approve meeting agenda
Trick seconded the motion.
Motion passed 6 to 0.

Commissioner Liaison Report: **(6:31p.m.)**
Not in Attendance

Open to the Public: **(6:31 p.m.)**
None Present

Old Business **(6:31.m.)**

A. Long Term Financial Plan

Staff presented to the park commission a draft of the proposed Long Term Financial Plan (LTFP), staff also shared a list of the proposed funding source for each item on the long term financial plan. Staff reviewed each year 2017 – 2022 and highlighted each item on the list breaking down each project by planning, capital, stewardship or land acquisition/reimbursement and explaining the funding for the projects.

Staff stated that the Lake Waconia development/construction may require a bonding bill request in order to fund this project. Staff also stated they are more certain in 2017 – 2018 but as we get out to 2019 things might change due to funding and items being moved around due to stronger needs in a particular year.

Staff commented that future TH 5 trail projects need to be part of a master plan in order to go forward for applying for regional funds.

Staff commented that the two trail projects (Carver Park Reserve to Rolling Acres Road and the trail from Lake Waconia Park to Island View Golf Course) did not score well on the Transportation Enhancement Program for Bikeways and will probably not go forward at this time.

Staff is requesting that the Park Commission make a recommendation approving the LTFP outlined to the County Board.

Lagergren made a motion for staff recommendation

Boettcher seconds the motion

All in favor

Motion approved 6 to 0

Questions or Comments:

Lagergren asked about the archaeology dig on the island and will that change things on cost; Staff stated that they will get the phase I report in December and that will indicate if we will need to do a phase II and this could delay everything on the island. Staff also stated that the funds to pay for phase II as indicated are scheduled out of the charitable pledge & donation fund but staff will need to go back to the Hoffman's to see if they are able to use those funds for that.

Bruner asked about the projected cost of the developing of Lake Waconia Park; Staff stated a large cost of the development cost is the utilities and the buildings. Those two items can be very expensive, this is why we need to get help with funding to move forward with this project.

Lengthy discussion was had on the utilities and getting those into the park and what they might look like.

Bruner also asked about the land acquisition line item going out until 2022 for Lake Waconia Park; Staff shared the process of being reimbursed from Metropolitan Council and how it expands out over a number of years.

Kobilarcsik asked about the 101 master plan wanted to know how this project was scored and if the City of Chanhassen applied for funds; Staff doesn't know if they applied on behalf of the road or trail.

Boettcher asked about cost projections for future years and will the items still cost what is projected or more; Staff stated that funds should increase as we go forward but nothing is locked in at this point.

No other questions or comments

New Business (7:08p.m.)

A. Proposed 2017 Park Fee Schedule

Staff shared with Park Commission the new proposed fees or increases for 2017, staff reviewed each fee and reasoning behind the increase, addition of fees or the exemption of others. Staff also shared the addition of the programming administration fee and reasoning behind that.

Staff also reviewed the full fee schedule for all park services offered at the parks.

Staff is looking for recommendation to take the proposed fees to County Board for approval

Bruner made motion for Staff recommendation

Boettcher seconds the motion

All in favor

Motion approved 6 to 0

Questions or Comments:

Trick asked about the rack rentals; Staff explained rack space is available to rent for personal watercrafts for a season.

Trick asked about the camping sites with utilities and if the cost is different if you put a tent on opposed to a camper; Staff stated that all utility sites are the same cost for anyone regardless of size of unit or if you put a tent. Trick also asked about the cost to rent the barn/community room and the different prices; Staff stated one was for the barn other cost covers the rental fee and includes parking fee for the reserving party.

Discussion was had on the campground sites and the length of time you can stay at the campground or campsite, also discussion was had on the entrance fees and collection of fees at honor boxes.

Bruner asked about keeping campground open longer; Staff stated that most times the weather makes us close due to water needing to be blown out before a freeze, but we may need to re-evaluate staying open later in season with the thought there would be no utility service and offering an off season rate.

No other questions or comments

Discussion (7:42p.m.)

A. Special Event Policy

Staff shared that the

County Administrator requested that we put together a policy for special events that are requested to take place in the park system. Staff shared the reasoning behind this policy and the work flow that groups would be required to follow in order to be approved to hold events in the system.

Staff shared a power point presentation items covered in presentation are purpose of policy, definitions or tools for this policy and draft considerations.

Staff shared a list of special events that have been held at the parks in the past years, including the use fees associated with each. Some of the highlights of this policy would be: time frame for requests; impacts on general park services, site plan; facility rental requirements; use fees and/or misc. fees; concession sales; coordination with other county departments; if these events need County Board or park commission approval; request of variances to existing park ordinances; insurance requirements; insurance requirements if coordination is needed with County service providers (Lancer catering, Minnetonka aquatics); insurance requirements for vendors the event holder coordinates. Staff stated we are already doing a lot of these items this just gives us a written policy to follow.

Discussion was had on the events approved annually, what the use fees are that are being charged and the process those groups go through. Further discussion was had on groups/requests that might get denied park use for their event.

Staff stated that they are planning to have a draft policy put together to present to park commission at our next meeting.

Questions or Comments:

Kobilarcsik asked if a group came in within a 90 day timeframe would we grant them approval; Staff stated we have to look at the event and then determine if there is enough time to get all items addressed especially during peak season.

Bruner stated that if groups wants to use the parks we should be able to accommodate them; Staff stated most large groups expect a process to use the park; it is the more complicated groups who want to do something that is against park ordinance which takes a longer time to get approved.

Kobilarcsik stated that we need to make the process simple so we don't deter people from wanting to use the park for their event.

Bruner asked about fees that Three Rivers charge; staff explained their fees and some of the events that have come to us due to our fees being lower than others.

No other questions or comments.

Staff Reports:

(8:20 p.m.)

A. Parks Operations and Recreation Services Update

Staff stated that we are now in the shoulder season and getting ready for ski season with preparations to move ski equipment from the maintenance area at Lake Minnewashta and rent skis out of the former caretaker house instead of the maintenance garage. Staff also stated that new replacement ski equipment is in the process of being ordered.

Staff shared event flyers with park commission members for some of the winter events to be held at the parks this winter and shared a couple fall programs going on now.

Staff stated that they are planning on bring on an intern after the 1st of the year.

No questions or comments

B. MN Rivers Bluffs Regional Trail

Staff stated that they are in the process of finalizing this project.

No questions or comments

C. 2017 Legislative Requests

Staff shared a list of four items that the County Board will take to the legislation, these items are:

- Capital Improvement funding for Regional parks
- Lake Waconia Regional Park Development
- Authorization to reprioritize Regional Park CIP, Parks and Trails Funding
- Maintain Operations and Maintenance Funding for Regional Parks

Staff also shared background information, requested position and benefits on these items.

No comments or questions.

D. Regional Bicycle Barriers Study – Technical Advisory Work (TAWG)

Staff stated that they are part of a technical advisory work group that kicked off last week; the purpose of this group is to determine barriers within the regional bike transportation system.

Staff explained the criteria of these barriers. Staff stated there will be a public engagement process at some point.

Staff will have access to the study, by end of July

Questions or comments:

Kobilarcsik stated that the barriers that they are removing from the study seem to be the biggest challenges; Staff stated the criteria are the smaller highway systems and what the concept solution would be.

E. ParkSide Church Request for Utility Easement

Staff stated that a meeting date for LCCMR will be on December 6th they will determine if they will grant the easement that the church needs. It looks like there may be a cost of \$5,000 associated with this request, also they may request that the parks has first right of refusal if they would plan to sell church property.

F. Veteran's Memorial Update

Staff shared a photo of the ground breaking ceremony that took place at the future location of the memorial; staff also stated that we are getting closer to an approved site plan.

G. Preliminary Scoring of Multi Use Trail and Bicycle Facilities

Staff shared a list of the 2016 regional solicitation application scoring for bikeways. On this list are the two projects that were submitted for a trail on County Rd. 92 and the Lake Minnetonka Regional Trail in relation to the other submitted project funding requests.

Additional Staff Reports added

Staff shared pictures of items that the archaeologists found on Coney Island during their dig. Some of the items found were prehistoric stone flakes, pottery sherds, mammal bone fragment, glass bottle pieces, ceramic sherd, bullet casing, and stone projectile point.

Staff also shared pictures of the work that is being done at the observatory by the MN Astronomical Society. Discussion was had on the work that is being done.

Commission Member Reports: (8:37 p.m.)

Bruner stated that he ran for Watertown township supervisor and won.

Lagergren stated that his wife was now the Mayor.

Boettcher stated he watched the elections and was up until the wee hours of the morning watching results.

Next Meeting Date: (8:40 p.m.)

Next meeting will be on December 14, 2016 at 6:30p.m. Meeting will be held at the Public works building in Cologne. Have an end of year holiday party with snacks if anyone would like to bring something.

Adjourn Meeting: (8:41 p.m.)

Boettcher motioned to adjourn the meeting

Bruner seconded the motion.

Motion passed 6 to 0.



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MEMO

TO: Members of the Park Commission
CC: Marty Walsh, Parks Director
FROM: Sam Pertz, Parks & Trails Supervisor
SUBJECT: Carver County Parks Special Event Policy
DATE: December 9, 2016

As part of the November meeting staff introduced some initial work on policy language that outlines the way in which the County will require user groups to request use permits for operation of special events.

After presenting the work to the Park Commission and obtaining additional examples from various other park agencies in the metro, staff has retooled the policy language and has included it in the packet.

Further discussion and consideration will take place at the meeting.

Recommendation: Staff asks the Park Commission to make recommendation to the County Board to approve the draft special event policy.



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DRAFT Carver County Parks Special Use Event Policy

Purpose

Carver County supports special use events in its park system. This policy provides a format for clear communications between an applicant and the Parks Department to use Carver County Park facilities.

Policy

A formal application process shall be followed in consideration for the special uses of facilities in the park system. By ordinance, Carver County prohibits the use of park facilities for special uses unless otherwise permitted.

Requirements

All special use permit applications must be completed and received in writing by the Parks Department one-hundred and twenty (120) days in advance of the event. It shall be the applicant's responsibility to meet the requirements set forth in the application.

Upon receipt of the special use application, the Parks & Trails Supervisor or designee shall review the application, discuss conditions with the applicant, and may require modifications to the proposed special use event before issuing a permit.

Fees applied are set forth in the County Fee Schedule. Negotiated fees not included in the County Fee Schedule shall be approved by the County Board. Factors to be considered in negotiating fee(s) include but are not limited to:

- The "commercial value" of the event
- Additional services required of the Parks Department or other County services (determined by respective Departments)
- Size or area and type of facilities requested
- Season or time of the year
- Impacts on park areas and buildings
- Impacts on other portions of the park system and other users
- Number of days requested
- The promotional value of the activity
- Other considerable factors that might apply on a case-by-case basis



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MEMO

TO: Members of the Park Commission

CC: Marty Walsh, Parks Director; Sam Pertz, Parks & Trails Supervisor

FROM: Jessica Fenn, Recreation & Volunteer Specialist

SUBJECT: Recreation Programming Cancellations & Refunds Procedure

DATE: November 15, 2016

The Parks Department has identified a need to develop a standardized procedure for cancellations and refunds regarding recreation programs offered by the department. The attached document outlines the proposed procedure by identifying acceptable reasons for cancellation, acceptable timing of cancellation or reservation changes, as well as outlining the refunds or credits that would be applicable to the customer in the event of a cancellation.

Recreation programming services have expanded; staff proposes that clear procedures for cancellations and refunds be implemented to benefit both the department and the customer. In 2016, there were some recreation bookings where the presence of a clear cancellation procedure would have improved the processing of the customers' requested program cancellation. Staff strives to exercise consistency with each customer and this procedure will certainly assist in that endeavor.

Staff has researched the procedures that other similar agencies use regarding cancellations and refunds. The attached procedure is proposed based on what we believe will work best for our customers and best fit the types of recreation programs we offer. This procedure will be communicated to each customer during the booking process to promote a clear understanding of how cancellations and refunds would be addressed.

Recommendation: No action is needed at this time. Staff is seeking discussion from the Park Commission to move forward on the draft cancellation and refund procedure for implementation at the start of 2017 as a pilot procedure.

Recreation Programming Cancellation Procedure

Cancellations & Changes:

Payment and changes to the **Customer's** group size are required at least seven (7) days prior to the program date. Cancellations made 0 - 7 days prior to the program date are non-refundable unless cancelled by the **Carver County Parks Department**.

The **Carver County Parks Department** reserves the right to cancel a program for the following approved reasons:

- Severe weather (lightning/strong winds/extreme temperatures/snow or ice emergency)
 - Cold weather guidelines for closing winter equipment rentals or canceling programs:
 - Air temperature of -10 degrees or colder
 - Or Wind-chill index of -15 degrees or colder
 - Lightning procedure is to wait until there is a 30 min space between lightning strikes before continuing the activity. Staff may also choose to cancel due to radar showing consistent severe weather activity (severe storm warnings/tornadoes etc.) continuing through the length of the program regardless of whether lightning is present at that very moment.
 - Strong winds procedure is to cancel the paddle activity if 'white caps' are visible on the water body that is being planned to paddle.
- Uncontrollable environmental factors - (water quality/poor snow pack)
 - Example: there is not enough snow to run a ski or snowshoe program
 - Example: there is a water quality concern per the Parks water monitoring procedure
- Low enrollment in open registration programs - this decision will typically be made 2 days prior to the program and only applies to Partnership Programs (not private or contracted groups).
- Poor Weather - Programs will not be cancelled due to precipitation or undesirable temperatures unless conditions are severe (as described above).

In the event of the above scenarios, your group may be offered a back-up activity or location change as an alternative to cancelling.

Refunds:

In the event of a cancellation due to a **Carver County Parks Department** staff decision, the **Customer** may choose the following refund method:

- Refund the total amount paid
- Use the amount paid as a credit toward your next booking (credit must be used within 6 months of original date, otherwise the credit would be refunded in its entirety)
- Reschedule the activity to a later date
- If your group would like to preemptively schedule a back-up date, that date will only be 'unlocked for use' if the primary date is cancelled by the **Parks Department** (for the above listed reasons). It will not be available for use if the primary date is cancelled by the **Customer**.

In the event of a Recreation Program cancellation due to a **Customer** reason, the refund policy is:

- 31+ days prior to program date
 - 100% refund (or credit) will be issued to the **Customer** from **Carver County Parks Dept.**
- 15-30 days prior to program date
 - 75% refund (or credit) will be issued to the **Customer** from **Carver County Parks Dept.**
- 8-14 days prior to the program date
 - 50% refund (or credit) will be issued to the **Customer** from **Carver County Parks Dept.**
- 0-7 days prior to the program date
 - 0% refund (or credit) will be issued to the **Customer** from **Carver County Parks Dept.**