



# Agenda

## Minnetonka Park Board

Wednesday, January 5, 2022 at 6:30 p.m.  
Minnetonka Community Center—Council Chambers

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1. Call to Order

2. Roll Call

\_\_\_\_\_ Elliot Berman

\_\_\_\_\_ Korey Beyersdorf

\_\_\_\_\_ James Durbin

\_\_\_\_\_ Chris Gabler

\_\_\_\_\_ David Ingraham

\_\_\_\_\_ Ben Jacobs

\_\_\_\_\_ Katie Semersky

\_\_\_\_\_ Chris Walick

3. Reports from Staff

4. Approval of Minutes

A) December 1, 2021

5. Citizens wishing to discuss items not on the agenda

6. Special Matters

A) Lone Lake Park Restoration Update

7. Business Items

A) Appointment of Chair & Vice-Chair

B) Review of Park Maintenance Strategies

C) Addition of Recycling Receptacles in  
Community Parks

8. Park Board Member Reports

9. Information Items

10. Upcoming Park Board Agenda Items

11. Adjournment

### Board Vision:

A city with outstanding parks and recreational opportunities within a valued natural environment.

### Board Mission:

The mission of the Minnetonka Parks & Recreation Board is to proactively advise the city council, in ways that will:

- Protect & enhance Minnetonka's natural environment
- Promote quality recreation opportunities and facilities
- Provide a forum for citizens interested in our parks, trails, athletic fields and open space.



**Minutes  
Minnetonka Park Board  
Wednesday, December 1, 2021**

**1. Call to Order**

**2. Roll Call**

Park Board Members Present: James Durbin, Chris Gabler, David Ingraham, Ben Jacobs and Katie Semersky. Excused: Korey Beyersdorf and Chris Walick. Absent: Elliot Berman.

Staff members in attendance: Kathy Kline, Kelly O'Dea, Sara Woeste and Leslie Yetka.

Gabler called the meeting to order at 7 p.m.

**3. Reports from Staff**

Recreation Director, Kelly O'Dea reported there was an addenda.

**4. Approval of Minutes**

Ingraham moved, Jacobs seconded a motion to approve the meeting minutes of Oct. 6, 2021 as submitted. All voted "yes." Motion carried.

Jacobs moved, Semersky seconded a motion to approve the joint meeting minutes of Nov. 3, 2021 as submitted. All voted "yes." Motion carried.

**5. Citizens wishing to discuss items not on the agenda**

There were none.

**6. Special Matters**

There were none.

**7. Business Items**

**A. Natural Resources Overview**

Natural Resources Manager, Leslie Yetka gave the report.

Ingraham asked what percentage of the natural resources staff budget is in the development review, inspection and compliance area.

Yetka replied that there is one dedicated full-time person for review and compliance work. There is an additional position where part of it is involved in inspections. There really are no funds that are expended on compliance work because it's primarily staff time. Most

expenses that are used in the operating budget are primarily allocated towards habitat stewardship and forestry.

Ingraham asked if the restoration activity falls under habitat stewardship.

Yetka responded that it does.

Durbin asked what city has nine or more natural resources staff in Minnesota? Does a larger city such as St. Paul or Duluth? Minnetonka puts in a lot of effort towards it and it shows how much we are really trying as a city and how important it is.

#### **B. Natural Resources Master Plan**

Yetka and Fred Rozumalski, Landscape Architect from Barr Engineering gave the report.

Semersky appreciated all the time and energy that staff gave towards all the feedback. This presentation boosted her confidence about Minnetonka being a leader in natural resources in our geographical area; whether it is the budget, having a 20 year plan or having people committed to it. She noticed that the Natural Resources Plan starts right away with goals and objectives and doesn't have that overarching mission or vision statement. She questioned if we should have a bold statement about being a leader in our mission or vision statement; then tying it together with the POST Plan so they might have similar language. It could be an overarching statement that ties them together and shows that this is something that really differentiates Minnetonka from other cities in the area and we are committed to it.

Jacobs complimented staff for putting in a lot of work addressing the feedback and making people feel heard.

Ingraham agreed that there were a lot of comments and staff was very responsive to them. The number of comments received also represented the level of interest our residents have in the parks and natural spaces. He thinks the outlined plan is good and he understands the prioritization of which parks get which kind of effort and all the scientific aspects of it. For him, the big gap goes back to the Appendix B table in the summary, which shows the cost by acre. It would help him know how much they can do, given the budget today. He thought he heard them say there is about \$200,000 that goes towards restoration, which is about 10 percent of the budget. Over five years, that is \$1,000,000 so looking at the chart, we could do at least 220 acres for the first five years. He would like to look at that closer because of the comments from the really interested community members. There is an expectation that our parks and natural spaces are in bad shape. He doesn't think they are as bad as what was pictured but there is a gap between what the average person in the community thinks and what people who know about it thinks. He would feel better knowing that right now the budget can accomplish this much and with another "x" dollars we could do this much more. He has a feeling that the current budget is certainly better than others but it's still not enough to accomplish the degree of change that he thinks some of the community would really desire. It is kind of hinted at throughout the document with references to, "with additional funding we could do this." He would feel a lot better knowing what they can actually accomplish now, how much more it would take, how they would advocate for that and when they would do that because we are coming up on the budgeting cycle. He's assuming that if council approves this in December that it is already into the 2023 budgeting cycle.

Yetka answered that it is hard to pin down costs in a Master Plan. The reason why the second chart has pluses and minuses is because we can't really put a cost to those right now. Staff will be able to do that as they go through their budgeting process. The intent is to show where there may be additional resources needed. In terms of the habitat restoration piece, there is cost to maintain areas and costs to restore areas and those are two different levels of effort. Think of the Cullen Nature Preserve as a restoration right now. We are doing basically two years of really intensive restoration and the budget we have is about \$90,000 and a lot of that is grant funding. After the initial intensive restoration, you get into the annual maintenance. As of 2022, we have about \$200,000 for maintenance of what we have right now and that will cover a lot of this already. For instance, under maintain natural areas, years one through five, the estimated cost is \$108,000 and those are high-level planning dollars. We are funding that level already. We are just wanting to make sure that we are doing it in the right areas that fits our goals. It's about prioritizing where we are putting our efforts so it aligns with the plan. If there are costs that are typically more such as contractors coming in, those costs are where we are probably going to see a need to have additional resources whether it is through the Capital Improvement Plan (CIP) or our existing operating budget. Typically it has been through our existing operating budget but there may be a reason why it should be in the CIP, such as knowing how much money we may need for five years. Right now we manage about 310 acres with the funds that we have using contractor costs, volunteers and the ICW crew. We are already maintaining that so that is why initially the next five years, there is going to be some costs needed but a lot of this we can accomplish by just redirecting and refocusing our efforts.

Ingraham replied that there are enough hints in the plan that say additional resources could be valuable. He can tell from reading the comments from a lot of people that they have similar questions about how much can actually get done. People think this is an ambitious plan for the resources that we have. We really have a fair amount of resources but he doesn't think people really understand how those are being deployed and how much we can actually expect to see measurably change in a period of time. Yetka mentioned the volunteers and how we rely on them. He thinks staff should invest in making sure they keep the volunteers engaged and focused because the more they are involved, they will have more of an effort and desire to do things. If they are not utilized, then they go away and get disenfranchised. Ingraham also asked what happened at the Excelsior Boulevard fire station. Several people made comments that the city needs to walk the talk. It sounds like a lot of non-native petunias were planted and people got upset. He thinks it is a legitimate question if different city properties are not adhering to what they think is the right plant.

Yetka replied that the fire station was brought to their attention. What happened was that there was some landscaping that was reinstalled. It doesn't trigger any kind of permits so the ordinances don't kick in. She knows there was a concern about a particular landscaping grass, an ornamental grass that was planted. It's non-native but there was a concern that it could spread into the natural areas, however, there is very little chance that it will. She confirmed with Rozumalski that it was the silver banner grass *Miscanthus* and it is a non-rhizomatous variety that won't self-seed into the natural area. She doesn't personally know what else was planted there but they did use a pretty fairly common landscaping ornamental grass because of the aesthetics and the look of it. That does happen even when we have development happening and they work with landscapers and they have an approved landscaping plan. Our ordinance requires a certain percentage of

plants that support pollinators for instance but beyond that they can choose to use ornamental plants, cultivars they are called. That is not something that they limit on private property.

Ingraham really appreciated the hard work and he thinks it is a great plan. His comments emphasized anything we can do to help amplify your efforts.

Durbin really likes the plan. Somewhere early in the presentation, it said this is a 10 to 20 year plan but he recommended just putting 20 because it is bracketed that way and it might cause confusion. He thinks this is interesting because these are plans on what they think is going to be best practices in 20 years. Durbin referenced Ingraham talking about advocating and he thinks there is probably enough advocating to the city council, the people who are going to allocate the budget. It will be interesting to see how those opportunities come up with operating budgets and augmenting it with CIP money when an opportunity arises. He thinks while they are on the board, they'll be very cognizant of that. All sorts of things can affect the budget such as dealing with contractors and inflation. You may think an amount is going to do what you want but then you end up falling short. Durbin mentions that these are estimates and he isn't really sure if they will be in the ballpark once they go out past five years. It is too hard to predict what is going on. He doesn't really pay much attention to it except for the money keeps increasing and it gets to be a very large sum. He really liked how the plan has come together and he is ready for the next step.

Gabler mentioned that high-density housing is what they are doing with the potential expansion of population. That lot with a huge yard and nice house could be an apartment building and 40 percent of that could be a parking lot. How do you mitigate a heat island effect when you have something like that potentially happening?

Rozumalski replied that there are a couple ways. The first way is through the roofing material. There are white reflective roofing materials and there are also green roofs that actually really absorb heat and do a lot to manage storm water and it can even support pollinators. Secondly, looking at the amount of parking that is required for city ordinances. In commercial developments, maybe you don't need as many parking stalls because people are shopping online more and they can become green spaces. Third, there are a number of techniques through other technologies. There are systems that are a problem for growing trees in urban areas because there is not enough soil and roots can't reach under the pavement, it is all compacted. However, there are systems that allow soil under the pavement with structures that support the pavement so it's not crumbling and the roots can get under them.

Gabler asked what a low quality tree is. He questioned if it is a species or just a tree that's ready to come down.

Rozumalski replied that it is a judgement. It could be a tree that is damaged or diseased or it could be someone's opinion. An example is that some people think that softwoods are lower quality just because they are going to break in the wind and are shorter lived. An oak can live 300 years so if you want an investment, get a nice sturdy hardwood that is going to last a long time. He would consider that a higher quality tree.

Durbin added that oak trees grow really slow so you can't just invest in those. Some of those softer wood trees may be rated as a lower quality tree but you have to have

something growing. There has to be some kind of balance but when he hears, “we are going to have this beautiful oak savanna” he wonders about it because he knows those trees grow really slow. He gets the investment in the oak trees but that is very forward thinking, like 50-60 years in the future. We also have to maintain a beautiful canopy, something that is producing the oxygen in the interim. He likes birch and maple trees and is a defender of the wimpy trees.

Rozumalski commented that diversity is good. The one thing he would promote is native trees versus non-native because they support so many insects and the food web. Native insects and birds are not adaptive so they don't feed off of non-native trees. He also challenged Durbin's comment about oaks growing slowly. About 15-20 years ago, they planted all the trees from the big oak tree down to rink B at the Minnetonka Ice Arena. There was nothing there but now you can't see the hockey rink anymore on that side because they grew up. Oaks grow slowly but not super slowly.

Durbin added that he appreciated the diversity in planting trees from so many presentations given by the city forester and natural resources. If that one type of tree they are planting gets some kind of disease, it could wipe them all out. He is aware that they can't just have their one favorite tree in their yard or commercial space.

Yetka wanted to clarify that in the natural resources division, they try not to use the word low quality or high quality and give judgmental values to them. They feel all trees have benefits, some more than others.

Durbin moved, Jacobs seconded a motion to recommend the natural resources master plan as-is for adoption. All voted “yes.” Motion carried.

#### C. POST Plan – System Plan Goals & Initiatives (DRAFT)

Assistant Recreation Director, Sara Woeste gave the report. Below is the feedback from the park board.

##### **Environmental Sustainability and Resiliency:**

There was no feedback.

##### **Connections to Parks and Trails:**

Semersky recommended keeping the word expand instead of consider under the first bullet point because that one has such a strong community interest. Also, every other bullet point has very action-oriented verbs.

Durbin asked what the definition of a trail was under the first bullet point.

Woeste replied that she left it broad because there are a lot of different types of trails in our system.

Durbin wanted to clarify that we aren't talking about the 80 ranked formal trails.

Woeste responded that we are talking about trails inside the parks.

Durbin's recommendation is to include "inside the parks" in that sentence. He also wondered why we want more trails in the parks.

Woeste answered that it came from the public engagement. In general, people are wanting more trails.

Durbin is supportive of real trails that are thought of before they are employed. If the goal is to make it a more formal and thought of system, he is completely on board with that.

Woeste commented that anything in this plan would go through the city and would become a city project.

Ingraham added that they know more trails will be put in because the desire is there. The public wants trails and there are certain groups that are nervous about trails because of the natural areas. The mountain bike trail at Lone Lake Park was a huge problem for a lot of people. What he found interesting is that Lone Lake Park had a ton of informal trails up and down that ridgeline under the water tower. They are almost gone now and that is because people are using the maintained mountain bike trail for walking. He likes the informal trails at Purgatory Park but from a natural resources perspective, it is a natural disaster because of the erosion. He thinks that quality trails that are thought out have a positive impact in terms of residents and users getting out in the parks and protecting the parks. One really good trail is better than 10 informal trails.

Durbin thought maybe use the words formal trail rather than informal trail. He agrees with Ingraham that a well thought out formal trail would be used. It doesn't need to be paved or have rock on it but it needs to be well thought of for erosion control.

Jacobs thinks he would use the word develop instead of consider. If you say that we are going to expand the trails, it could scare people. If you say develop more formal trails in the parks, it makes it known that there is a thought process of getting these formal trails versus all the informal trails that are damaging different areas.

**Community Health and Wellness:**

There was no feedback.

**Equity and Inclusion:**

There was no feedback.

**Excellence and Innovation:**

Durbin thought that we are putting some really specific things under the initiatives in a high-level document such as a ninja warrior playground. It just seems like in a high-level document we are almost saying that these items will be put in. Can we back it up one level and describe what cool amenities could be put in a park? This sounds like we have to put in an off-leash dog park because it is under the initiatives.

Jacobs added that someone could come back and say that they never got the ninja warrior playground.

Woeste replied that they heard this specific feedback when they went out to the public. This may be an appropriate place to put the word consider if you are going to include them in the document. Another way to word it is “as you are planning future parks and amenities, these arose during the public comment period during the POST Plan planning.”

Durbin understands that but this is the community feedback for 2021. Somebody is going to invent something in the future that is going to be so cool, but it won't be in this plan. Those things are absent from this high-level document because they haven't been invented yet. These things did arise in the community feedback but there should be a huge disclaimer saying it is the 2021 feedback because some of these things might not be popular in five years.

Ingraham sat in the TAC group and he thinks the consultants were trying to be respectful of the input the community gave. Maybe word it as, “consider the following improvements and suggestions by residents.” He can see some of these happening whether it is now or 30 years from now. An example is the community gardens, it's probably a good idea unless we stop growing food. We aren't going to say that we are going to do all of these but we are going to say that people expressed interest in these things. He thinks it is beneficial to reflect what they heard and say we are taking it under consideration.

Durbin thinks they are great ideas but he doesn't think they belong in a high-level document because it says initiatives.

Ingraham said the initiative is to consider feedback that was received by residents. He thinks the initiative is to consider what they are suggesting, not to do those things.

Durbin agreed but thought this almost sounds like we are committing to these items being put on the agenda to be discussed in park board meetings.

Ingraham didn't interpret it like that.

Durbin commented that was his opinion and it very well could be wrong but he thinks it is too much in the weeds. He's not saying that any of these things are good or bad, but he thinks it looks like we are agreeing to these things being agenda items for park board meetings without anybody really presenting it.

Gabler thinks it is high-level and comes from the community. He added that you can have improvements mentioned such as community feedback. People like to see their suggestion or project in print. It doesn't say it is going to happen but we are letting people know that it was heard and it can be talked about in the future if people want to suggest it.

O'Dea asked if maybe we said something about current local trends and give a few examples. He understands the concern about things possibly changing but we still want to note that we are addressing and listening to the feedback.

Woeste added that they did hear trends and they have been looked at and were presented at the November meeting. However, these trends were specific to Minnetonka residents and visitors that they spoke to. She thinks they could change the language there if it indicated that it was feedback given by residents or by visitors of our current park system during the time of the planning.



Durbin said the outdoor water park or dog park was not put in here and we all know that it always comes up. They are examples but there is inclusion and there is exclusion so he would just be cognizant of that.

Semersky commented that when she did her pre-reading, she read the purpose of the POST Plan and there is a phrase at the end of it that is all about doing it in a cost-effective manner. She would say that theme didn't come through in all the initiatives and maybe it should be incorporated a bit. The city does a great job offering free events and she questioned if they should do more reduced cost events for people who need it.

Ingraham thought this was a really good document and that staff did a great job responding to feedback and input. He really likes the yellow highlights on the bullets because it really showed that linkage between the two plans.

Durbin asked if that can be formalized, because they do dovetail together. The effort has been put in there so we might as well show that there is that relationship. He thought that was really cool.

## **8. Park Board Member Reports**

There were none.

## **9. Information Items**

### **Burwell Spooktacular**

O'Dea gave the report.

### **Farmers Market**

O'Dea gave the report.

Durbin thinks the farmers market will be even bigger in 2022. He thinks it is one of the really cool things we do in Minnetonka and other cities are doing it too. The Spooktacular event was genius and he has always been impressed with that. It is something that we can do because we have a Burwell House and not everybody has one. He can't wait to see the next cool type of event that Minnetonka does because everyone we do is so popular. Even if the weather is bad, they are a lot of fun for families to do. It's not just about Summer Fest, these ones that are in the shoulder seasons or the winter are just as wonderful.

## **10. Upcoming Park Board Agenda Items**

O'Dea gave the report.

## **11. Adjournment**

Jacobs moved, Semersky seconded a motion to adjourn the meeting at 8:49 p.m. All voted "yes." Motion carried.

Respectfully submitted,

*Kathy Kline*

Kathy Kline  
Recreation Administrative Coordinator

**Minnetonka Park Board Item 7A  
Meeting of January 5, 2022**

<b>Subject:</b>	Appointment of Chair and Vice-Chair positions
<b>Park Board related goal:</b>	Enhance long-term park board development
<b>Park Board related objective:</b>	N/A
<b>Brief Description:</b>	By ordinance, the park board is required to select a Chair and Vice-Chair to serve beginning with the February meeting.

**Background**

By ordinance, the park board is required to select a Chair and Vice-Chair to serve beginning with the February 2022 meeting. The current terms of Chair Chris Gabler and Vice-Chair Chris Walick will expire on January 31, 2022. New appointments will serve a term from February 1, 2022 through January 31, 2023.

**Recommended Park Board Action:** Recommend appointments for the Chair and Vice-Chair positions for a term beginning February 1, 2022 through January 31, 2023.

**Minnetonka Park Board Item 7B  
Meeting of January 5, 2022**

<b>Subject:</b>	Review of park maintenance strategies
<b>Park Board related goal:</b>	To provide quality athletic and recreational facilities and programs.
<b>Park Board related objective:</b>	Review policies related to the operation and management of parks to determine if changes are needed.
<b>Brief Description:</b>	Review the Park Maintenance Standards and associated maintenance practices.

**Background**

At park board meetings in the past year, the park board inquired about current policies related to mowing and other maintenance items in city parks. The board requested that an overview of current practices be scheduled for a future meeting.

**Summary**

The Public Works Parks Division provides maintenance for the city's 53 parks and 105 miles of trails and sidewalks. Maintenance responsibilities include playground inspections and maintenance; mowing; trail maintenance; tree trimming; landscape maintenance; irrigation; field lighting; weed control and fertilizing of athletic fields; winter ice rink flooding; and snow removal from trails and publicly owned facilities. The Parks Division is made up of nine full time employees, a supervisor, and a manager. The operating budget for 2022 is \$2,171,500.

Depending on use and programming, the parks have been broken down to four levels of maintenance:

	Natural Area	Maintained Area	Total
<b>Level 1 – 8 Parks</b>	279.2	122.6	401.8
<b>Level 2 – 11 Parks</b>	147.8	51.3	199.1
<b>Level 3 – 26 Parks</b>	244.6	79.3	323.9
<b>Level 4 – 8 Parks</b>	352.9	15.2	368.1
	<b>1,024.5 Acres</b>	<b>268.4 Acres</b>	<b>1,292.9 Acres</b>

**Level 1 Maintenance:** High use facilities heavily programmed for all ages. Focus is on supporting city-sponsored programming. Aeration minimum 3 times per season on athletic fields, overseeding minimum 2 times per season on athletic fields, topdressing on athletic fields, irrigation highly desired but not required, mowing/weed whipping at highest frequency, snow removal or ice rink maintenance is a priority for first day operations. Examples of parks under Level 1 maintenance include: Big Willow, Civic Center, Minnetonka Mills and Burwell Parks, and the new Ridgedale Commons.

**Level 2 Maintenance:** Moderate to high use facilities. Aeration/overseeding/topdressing minimum once per season, irrigation desired but not required. Mowing/weed whipping once per week minimum, snow removal or ice rink maintenance is a high priority. Examples of parks under Level 2 maintenance include: Gro-Tonka, Meadow and Boulder Creek Parks.

**Level 3 Maintenance:** Low to moderate use facilities. Aeration once per season, overseeding/topdressing as needed. Irrigation not needed. Mowing/weed whipping ranges from once per week to biweekly or as needed/available. Snow removal or ice rink maintenance as needed. Examples of parks under Level 3 maintenance include: Oberlin, Junction and Purgatory Parks.

**Level 4 Maintenance:** Sites fall outside of periodic mowing, turf maintenance and snow removal. Examples of parks under Level 4 maintenance include: Jidana, Victoria-Evergreen and Kelly Park.

### Summer Maintenance

The following is a summary of the main responsibilities for the nine Parks personnel:

Two crews from Public Works comprised of two full time employees and three seasonal employees conduct the mowing of city parks. Weekly mowing occurs at all Level 1 and Level 2 parks (19 parks), and at 22 of the 26 Level 3 parks. An Institution Community Work Crew (ICWC) is used to mow some of the smaller parks, Civic Center campus, fire stations, well houses, water towers, Gray's Bay Marina, Lone Lake Cemetery, and other city-owned properties. ICW crews are contracted through the Department of Corrections and are made up of low risk offenders. In total, there are approximately 120 sites totaling 133 acres that are mowed throughout the summer.

A crew comprised of one full time, and up to six seasonal employees mow, drag, chalk, and maintain the athletic fields at Big Willow, Guilliams, Civic Center, Lone Lake, and Glen Lake parks. Staff is on site during evening and weekend games at Big Willow and Guilliams (softball).

A full time employee maintains all irrigation systems on city property. Irrigation is utilized at the Civic Center campus, Glen Lake Station Park, all dedicated athletic fields, fire stations. Future irrigation responsibilities will include the landscaping as part of the Ridgedale Drive project and Ridgedale Commons Park. This position also completes special projects (bench installations) and miscellaneous repairs that come up during the season.

A full time employee and up to six seasonal employees are responsible for playground inspections and repairs, landscape maintenance at parks and city facilities, and maintenance of the large flower pots throughout the city.

Two full time employees and two seasonal employees complete work orders generated by the Forestry division for vegetation management in parks, city owned properties, and along roadways and trails. Staff is assisted by an ICWC crew to complete the work orders. These staff also perform general maintenance and repairs in the parks.

A full time employee and seasonal employee groom and maintain 12 miles of gravel trails in the city, along with other maintenance on the trails.

A full time employee and seasonal employee performs general maintenance including split rail fence repairs, playground repairs, and repairs of other park amenities.

### **Winter Maintenance**

The following is a summary of the main responsibilities for the nine Parks personnel:

There are three main tasks that Parks staff complete in the winter: snow removal, ice rink flooding and maintenance, and tree work orders.

**Snow removal:** For snowfalls of 2" or greater, citywide snow removal is completed on streets, trails and sidewalks, and city parking lots. On the first day of snow removal operations, three Parks personnel are assigned to snow removal on city streets, five Parks personnel are assigned to trails and sidewalks, and one Parks personnel along with the Parks Supervisor are assigned to snow removal at the city's parking lots. The Streets division is responsible for clearing snow from the city's 254 miles of roadway and 578 cul de sacs. The city is divided into 22 plow routes, along with seven pickup routes that clear snow from cul de sacs. There are 18 street division employees, so 11 personnel are pulled from Parks, Utilities, and Fleet divisions to fill the remaining routes. The city performs snow removal on 89.6 miles of trails and sidewalks, which are divided into three priorities. The first priority routes total 63 miles, second priority routes total 22 miles, and third priority routes total 4.5 miles. Four Parks staff complete second priority routes, and one staff completes the third priority routes.

**Ice Rinks:** Rinks are planned to be open from the end of December through Presidents Day in February. Flooding generally begins a week or two before Christmas so that the rinks are ready when schools get out for the winter break (weather permitting). Once rinks are open for the season the rinks are swept and flooded Monday through Friday, and a crew comes in on Saturdays from 5 a.m. to 9 a.m. to sweep and flood rinks for weekend use. On the first day of snow removal operations after a 2" or greater snowfall, if park staff is able to complete snow removal on their assigned routes in a timely manner, they will remove snow from rinks at Meadow, Gro Tonka, Glen Lake, and Spring Hill parks. Snow removal is completed on all rinks on the second day after the snowfall.

**Tree Work Orders:** When not doing snow removal or rink maintenance, crews complete work orders generated by the forestry division for tree removals or pruning, buckthorn removal, and other vegetation management.

### **General Maintenance Practices**

Many years ago herbicides were used in all parks. However, as times changed and people became more aware of the risks associated with chemical use there was much discussion by previous park boards on this topic. For reasons based on public input both for and against, and the costs associated with weed control, previous park boardssupported the staff position to restrict the use of herbicides to irrigated Level 1 maintenance areas and athletic fields that the city controls access to during its application.

The city contracts with Metro Resources to empty trash cans in the parks from April through November. Parks staff empties trash cans along trails and at some of the miscellaneous locations in the city.

Park restrooms are cleaned daily through a cleaning company. There are restrooms at Big Willow, Guilliams, Purgatory, Lone Lake, Libb's Beach, Gro Tonka, and Meadow Parks. The restrooms at Purgatory, Gro Tonka, and Meadow are open year-round. Park staff cleans up vandalism and makes repairs as needed.

Each season 16 seasonal staff are hired to assist with park maintenance in the summer. Additional seasonal staff are budgeted beginning in 2022 as the Ridgedale Commons park gets completed and maintenance responsibilities will increase.

Park staff assists with the Farmer's Market each season. Staff completes set up and tear

down each Tuesday and Wednesday for this event.

In 2007, the park board approved the attached Park Maintenance Standards used as a guide for staff to maintain and inspect the park areas for quality control. If the park board desires to revisit this position and topic in further detail staff would recommend that a specific public input process be conducted that would includediscussions with the city council, and the gathering of input via public meetings and theannual community survey.

**Recommended Park Board Action:** Review the information and provide feedback tostaff.

**Attachment**

**1. City of Minnetonka Park Maintenance Standards**



# **City of Minnetonka Park Maintenance Standards**

**Approved Wednesday May 2<sup>nd</sup>, 2007**



## Introduction

The Parks and Trails Division is responsible for planning, development and maintenance of all park and trail areas. The Parks and Trails Division has begun the process of creating and adopting standards to better serve the park system, inform key individuals (internal and external) and move from reactive maintenance to proactive maintenance for the future.

## Property types that are maintained

Parks and Trails Division staff maintains and evaluates ten property classifications as listed below.

Property Classification	Definition
Mini Park	Used to address limited, isolated, or unique recreational needs, typically at the neighborhood level.
Neighborhood Park	Neighborhood park remains the basic unit of the park system and serves the recreational and social focus of the neighborhood. Focus is on informal active and passive recreation.
Community Park	Serves broader purpose than neighborhood parks. Focus is on meeting community-based recreational needs, as well as preserving unique landscapes and open spaces.
Youth Athletic Complex	Consolidates programmed youth athletic fields and associated facilities to fewer strategically located sites within the community. Also often provides neighborhood-use functions.
Community Athletic Complex	Consolidates programmed adult and youth athletic fields and associated facilities to a limited number of sites. Tournament level facilities. Also provides neighborhood-use functions.
Community Preserve	Lands set aside for preservation of natural resources, remnant landscapes, open space, and visual aesthetics/buffering. Also provides passive use opportunities (i.e. nature-type trails, overlooks, interpretive program, etc.)
Protected Open Space	Lands set aside for preservation of natural resources and open space through means other than community preserves. This includes lands in wetlands and floodplains and an assortment of outlots left as open space.
Greenways	Serve as linear corridors exhibiting a natural environment. Focus is on protecting ecological resources and providing wildlife and trail corridors. Secondary use is for trails, assuming that they can be integrated without compromising the integrity of the natural systems.
Special Use	Covers a broad range of parks and recreation facilities orientated toward single purpose use, such as historic sites, plazas, beaches, boat launches, etc.
Trails	Trails, pathways and sidewalks provide recreational values and pedestrian-level linkages throughout the city. The system also connects to other local, state and regional trail systems.

## What are the objectives of having maintenance standards?

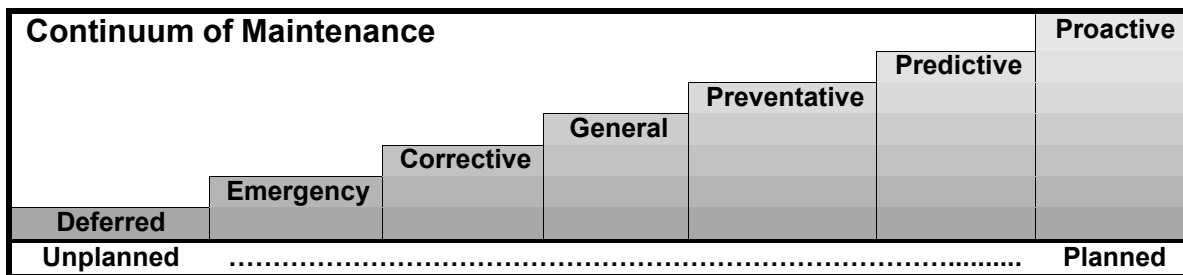
- Determine how we manage maintenance priorities
- Communicate the condition of the park and trail system to management, staff, elected officials and the public
- Assist staff in scheduling and prioritizing maintenance functions and resources

- Improve park and trail conditions by efficient resource allocation and improved park maintenance
- Evaluate the effectiveness of daily servicing

Park Maintenance Standards are classified into four categories: Landscaped Areas; Hardscaped Areas; Recreation Areas; and Amenities and Structures. The effect of evaluating each element will result in the following goals being achieved:

- Develop a comprehensive maintenance inventory
- Routinely assess the condition of park and trail assets
- Develop a comprehensive strategy for reinvestment

While the routine maintenance of the park system will allow for the general upkeep of the park system, there will be critical projects that come up calling for decisions to be made in regards to how, when and why a maintenance activity is undertaken. This decision will follow a continuum of maintenance as seen below:



Within each of the four categories there is a series of park features to be evaluated. It is the intent of this document to develop approved standards to describe and define the quality of each feature. This type of evaluation will improve consistency and minimize subjectivity when assessing park conditions and where they fall on the continuum of maintenance.

Landscaped Areas	Hardscaped Areas	Recreational Areas	Amenities and Structures
Turf areas	Trails	Turf Athletic Fields	Restrooms
Ornamental ground covers, shrubs, flowers	Paths and Sidewalks	Outdoor Athletic Courts	Warming Houses
Trees	Retaining Walls and Stairways	Playground Areas	Picnic Shelters
Open Space	Parking Lots	Outdoor Hockey Rinks	Benches, Tables, Grills
Natural Areas	Roads/Drives	Bleachers and Seating Areas	Miscellaneous Structures

Evaluations shall be filled out on each park and trail to evaluate its condition. The evaluation forms contain simple “yes” and “no” questions on whether each element meets the standards or not. Pictures will be included as gathered to illustrate acceptable and unacceptable standards. Pictures may not be included for every element.

### Elements of Park Features Included in the Maintenance Standards

Category	Park Feature	Elements examined	
<b>A. Landscaped Areas</b>			
1.	<b>Turf Areas</b>	<ul style="list-style-type: none"> <li>• Cleanliness</li> <li>• Color</li> <li>• Density and spots</li> <li>• Drainage/flooded areas</li> </ul>	<ul style="list-style-type: none"> <li>• Edged</li> <li>• Height/mowed</li> <li>• Holes</li> <li>• Chemical use</li> </ul>
2.	<b>Ornamental ground covers, shrubs, flowers</b>	<ul style="list-style-type: none"> <li>• Cleanliness</li> <li>• Plant Health</li> <li>• Pruned</li> </ul>	<ul style="list-style-type: none"> <li>• Edged</li> <li>• Weeds</li> <li>• Chemical use</li> </ul>
3.	<b>Trees</b>	<ul style="list-style-type: none"> <li>• Limbs</li> <li>• Plant Health</li> <li>• Pruned</li> </ul>	<ul style="list-style-type: none"> <li>• Vines</li> <li>• Chemical use</li> </ul>
4.	<b>Open Space</b>	<ul style="list-style-type: none"> <li>• Cleanliness</li> </ul>	
5.	<b>Natural Areas</b>	<ul style="list-style-type: none"> <li>• Cleanliness</li> <li>• Invasive Species</li> <li>• Chemical Use</li> </ul>	<ul style="list-style-type: none"> <li>• Restoration</li> <li>• Weeds</li> </ul>

Category	Park Feature	Elements examined	
<b>B. Hardscaped Areas</b>			
1.	<b>Trails, Paths, and Sidewalks</b>	<ul style="list-style-type: none"> <li>• Cleanliness</li> <li>• Surface Quality</li> <li>• Drainage/flooded areas</li> <li>• Snow</li> </ul>	<ul style="list-style-type: none"> <li>• Cracks</li> <li>• Mowed Edges</li> <li>• Chemical Use</li> <li>• Ice</li> </ul>
2.	<b>Retaining Walls and Stairways</b>	<ul style="list-style-type: none"> <li>• Erosion</li> <li>• Structural Integrity</li> <li>• Snow</li> </ul>	<ul style="list-style-type: none"> <li>• Cracks</li> <li>• Chemical Use</li> <li>• Ice</li> </ul>
3.	<b>Parking Lots</b>	<ul style="list-style-type: none"> <li>• Cleanliness</li> <li>• Surface Quality</li> <li>• Drainage/flooded areas</li> <li>• Striping</li> </ul>	<ul style="list-style-type: none"> <li>• Curbs</li> <li>• Chemical Use</li> <li>• ADA</li> <li>• Ice</li> <li>• Snow</li> </ul>
4.	<b>Roads and Drives</b>	<ul style="list-style-type: none"> <li>• Cleanliness</li> <li>• Surface Quality</li> <li>• Drainage/flooded areas</li> <li>• Striping</li> </ul>	<ul style="list-style-type: none"> <li>• Curbs</li> <li>• Chemical Use</li> <li>• Ice</li> <li>• Snow</li> </ul>

Category	Park Feature	Elements examined	
<b>C. Recreational Areas</b>			
1.	<b>Turf Athletic Fields</b>	<ul style="list-style-type: none"> <li>Cleanliness</li> <li>Color</li> <li>Density and spots</li> <li>Drainage/flooded areas</li> </ul>	<ul style="list-style-type: none"> <li>Edged</li> <li>Height/mowed</li> <li>Holes</li> <li>Chemical use</li> </ul>
2.	<b>Outdoor Athletic Courts</b>	<ul style="list-style-type: none"> <li>Cleanliness</li> <li>Surface Quality</li> <li>Drainage</li> <li>Function of structure</li> </ul>	<ul style="list-style-type: none"> <li>Cracks</li> <li>Fencing</li> <li>Painting/Striping</li> </ul>
3.	<b>Playground Areas</b>	<ul style="list-style-type: none"> <li>Cleanliness</li> <li>Safety Surfacing</li> <li>Drainage</li> </ul>	<ul style="list-style-type: none"> <li>Border Condition</li> <li>ADA</li> <li>Inspection Audit</li> </ul>
4.	<b>Outdoor Hockey Rinks</b>	<ul style="list-style-type: none"> <li>Cleanliness</li> <li>Surface Quality</li> <li>Drainage/flooded areas</li> </ul>	<ul style="list-style-type: none"> <li>Boards</li> <li>Striping</li> <li>Fencing</li> </ul>
5.	<b>Bleachers and Seating Areas</b>	<ul style="list-style-type: none"> <li>Cleanliness</li> <li>Surface Quality</li> </ul>	<ul style="list-style-type: none"> <li>Hazards</li> <li>ADA</li> </ul>

Category	Park Feature	Elements examined	
<b>D. Amenities and Structures</b>			
1.	<b>Restrooms</b>	<ul style="list-style-type: none"> <li>Cleanliness</li> <li>Color</li> <li>Function of Structures</li> <li>Odor</li> <li>Roofing</li> </ul>	<ul style="list-style-type: none"> <li>Painted Surfaces</li> <li>Signage/ADA</li> <li>Supply Inventory</li> <li>Waste Receptacles</li> <li>Lighting</li> </ul>
2.	<b>Warming Houses</b>	<ul style="list-style-type: none"> <li>Cleanliness</li> <li>Color</li> <li>Function of Structures</li> <li>Flooring</li> <li>Roofing</li> </ul>	<ul style="list-style-type: none"> <li>Painted Surfaces</li> <li>Signage/ADA</li> <li>Waste Receptacles</li> <li>Lighting</li> <li>Exteriors</li> </ul>
3.	<b>Picnic Shelters</b>	<ul style="list-style-type: none"> <li>Cleanliness</li> <li>Surfacing</li> <li>Drainage</li> </ul>	<ul style="list-style-type: none"> <li>Painted Surfaces</li> <li>Waste Receptacles</li> <li>Roofing</li> </ul>
4.	<b>Benches, Tables, Grills</b>	<ul style="list-style-type: none"> <li>Cleanliness</li> <li>Graffiti</li> <li>Painted Surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Structural Integrity and Functionality</li> </ul>
5.	<b>Miscellaneous Structures</b>	<ul style="list-style-type: none"> <li>Exteriors of Buildings</li> <li>Drinking Fountains</li> <li>Gates, Bollards, Locks</li> </ul>	<ul style="list-style-type: none"> <li>Signage</li> <li>Fencing</li> </ul>

After a park has been evaluated the result will be a general index of that park or trail and once compiled it will give a basic infrastructure score of the park and trail system in general for the city.

These standards define only the minimum expected conditions and are structured in a way that a majority of people (trained or untrained) would come up with the same conclusions about whether a park meets certain quality standards.

## A. Landscaped Areas

### A1 – Turf Areas

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
A1.1	Cleanliness	Turf is free of litter and organic debris that prevents mowing. No more than 10 pieces of litter in a 100' x 100' area or along a 200' line.	
A1.2	Color	80% of turf is green.	
A1.3	Density and Spots	80% of turf is free of bare spots	
A1.4	Drainage or Flooded area	80% of turf is free of standing water two days after a rain or two hours after irrigation cycle.	
A1.5	Edged/Whipped	80% of edges clearly defined and have less than four inches of growth over adjoining area.	
A1.6	Height/mowed	Turf is mowed and kept at a uniform height of less than ankle length.	
A1.7	Holes	From a ten foot distance, turf is free of visible holes greater than six inches in diameter.	
A1.8	Chemical Use	Chemicals (weed control, fertilizers, herbicides, pesticides) are not used in turf areas.	

### A2 – Ornamental ground covers, shrubs, flowers

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
A2.1	Cleanliness	Ornamental gardens, shrubs, and flowers are free of litter. Ornamental gardens, shrubs and flowers are free of organic debris. No more than 10 pieces of litter in a 25' x 25' planted area or along a 100' line.	
A2.2	Plant Health	90% or more of each cover shows no signs of death or damage.	
A2.3	Pruned	100% or more of each cover has appropriate size and shape for their location.	
A2.4	Edged/Whipped	80% of edges clearly defined and have less than four inches of growth over adjoining area.	
A2.5	Weeds	90% or more of cover is free of weeds & 100% free of vines overtaking ornamental plantings	
A2.6	Chemical Use	Chemicals (weed control, fertilizers, herbicides, pesticides) are not used in turf areas	

### A3 - Trees

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
A3.1	Limbs	No broken or hanging limbs greater than four inches in diameter are visible or impede passage to pedestrians.	
A3.2	Plant Health	All trees are alive and 90% of trees are free of damage.	
A3.3	Pruned	90% of trees are pruned for appropriate shape, limb structure and tree health.	
A3.4	Vines		
A3.5	Chemical Use	Chemicals are used appropriately and by certified applicators (elm injections, etc.)	

#### A4 – Open Space

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
A4.1	Cleanliness	Open Space is free of litter and organic debris that prevents mowing. No more than 10 pieces of litter in a 100' x 100' area or along a 200' line.	

#### A5 – Natural Areas

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
A5.1	Cleanliness	FUTURE STANDARDS TO IMPLEMENT	
A5.2	Invasive Species	FUTURE STANDARDS TO IMPLEMENT	
A5.3	Restoration	FUTURE STANDARDS TO IMPLEMENT	
A5.4	Weeds	FUTURE STANDARDS TO IMPLEMENT	
A5.5	Chemical Use	FUTURE STANDARDS TO IMPLEMENT	

## B. Hardscaped Areas

### B1 – Trails, Paths and Sidewalks

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
B1.1	Cleanliness	Free of litter and debris	
B1.2	Surface Quality	Surface is structurally sound for all methods of use.	
B1.3	Drainage/Flooded Areas	At least 95% of hardscape is free of standing water two days after rain.	
B1.4	Snow	Snow is removed from hardscaped area according to three day removal plan.	
B1.5	Cracks	Free of irregularities in grade greater than half an inch and is free of cracks and holes greater than 2" in diameter and depth.	
B1.6	Mowed Edges	Edges of hardscaped area are mowed monthly.	
B1.7	Chemical Use	Chemical use only on sidewalks that adjoin roadways to prevent curb and gutter cracking. All other trails are chemical free.	
B1.8	Ice	Ice is treated on a regular basis or after three day snow removal operation.	

### B2 – Retaining Walls and Stairways

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
B2.1	Erosion	Water is not compromising the function or structure. Footings are not being eroded or degraded.	
B2.2	Structural Integrity	Retaining walls are structurally sound, block is sound and the wall is not leaning or spalling.	
B2.3	Snow	Stairwells are free of snow or closed for winter season.	
B2.4	Cracks	Free of cracks and holes greater than 1" in diameter and depth. If greater than 1" crack is found, structural integrity must be verified.	
B2.5	Chemical Use	Only ACQ lumber is being used and other treated lumbers (CCA, ACA, ACZA) are removed with approved safety precautions when opportunities arise.	
B2.6	Ice	Stairwells are free of ice or closed for winter season.	

### B3 – Parking Lots

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
B3.1	ADA Spaces	ADA parking spaces are available, signed and striped	
B3.2	Cleanliness	Parking lots are free of litter and debris	
B3.3	Surface Quality	Parking lots are evenly surfaced, free of potholes greater than 6 inches in diameter or depth.	
B3.4	Drainage/Flooded Areas	Parking lots are free of standing water two days after rain.	
B3.5	Striping	75% of parking lines are visible.	
B3.6	Snow	Snow is removed from parking area according to three day removal plan. Some parking areas at smaller parks do not have lots plowed.	
B3.7	Curbs	When present, 90% of curbs in parking lots are intact	
B3.8	Chemical Use	Chemicals (weed control, fertilizers, herbicides, pesticides are not used)	



B3.9	Ice	Ice is treated on a regular basis or after three day snow removal operation.	
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### B3 – Roads/Drives

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
B3.1	Cleanliness	Roads/Drives are free of litter and debris	
B3.2	Surface Quality	Roads/Drives are free of potholes greater than six inches in diameter and or depth. Roads/Drives are evenly surfaced.	
B3.3	Drainage/Flooded Areas	Roads/Drives are free of standing water one day after rain.	
B3.4	Striping	75% of road/drive lines are visible.	
B3.5	Snow	Snow is removed from parking area according to three day removal plan. Some parking areas at smaller parks do not have lots plowed.	
B3.6	Curbs	When present, 90% of curbs in parking lots are intact	
B3.7	Chemical Use	Chemicals (weed control, fertilizers, herbicides, pesticides) are not used	
B3.8	Ice	Ice is treated on a regular basis or after three day snow removal operation.	

## C. Recreational Areas

### C1 – Turf Athletic Fields (TAF)

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
C1.1	Cleanliness	TAF are free of litter and debris. No more than 5 pieces of litter in a 100' x 100' area.	
C1.2	Color	TAF are uniformly green	
C1.3	Density and Spots	90% of turf is free of bare spots	
C1.4	Drainage/Flooded area	TAF is free of standing water one day after rain or within two hours after irrigation. When field is saturated due to rain it is to be closed.	
C1.5	Edged	TAF is to be edged adjacent to dugouts, infields, base paths	
C1.6	Height/mowed	TAF is to be mowed to a uniform height of less than 3" or shorter dependent upon the sporting activity.	
C1.7	Holes	TAF is free of holes.	
C1.8	Chemical Use	TAF uses chemicals (fertilizer, herbicide, etc) appropriate for the situation and applied by certified applicators.	

### C2 – Outdoor Athletic Courts

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
C2.1	Cleanliness	Court surface is free of litter and debris that would prevent play. No more than five pieces of litter in a 25' x 25' area or along a 100' line.	
C2.2	Surface Quality	Play court is smooth, free of irregularities in grade greater than half and inch.	
C2.3	Drainage	At least 95% of observed court surface is free of standing water two days after rain.	
C2.4	Cracks	Free of cracks and holes greater than 1" in diameter and depth.	
C2.5	Fencing	Fencing is functional, free of protrusions, and free of holes/passages along the base.	
C2.6	Function of Structure	90% of observed sport-related and support structures are operational for playing or observing sports.	
C2.7	Painting/Striping	Play lines are clearly visible and worn painted surfaces do not exceed 20% of total court surface.	

### C3 – Playground Areas

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
C3.1	Cleanliness	Play area is free of litter, debris and foreign debris. No more than 10 pieces of litter in a 25' x 25' area.	
C3.2	Safety Surfacing	100% of safety surfacing is present and adjacent to play equipment at appropriate depths (typically 12").	
C3.3	Drainage	100% of safety surfacing is free of water two days after rain.	
C3.4	Border Condition	90% of border is free of cracks that exceed ½" of elevation difference.	
C3.5	ADA	Complies with ADA access	
C3.6	Inspection Audit	Play equipment has been inspected according to ASTM and CPSC guidelines	

#### C4 – Outdoor Hockey Rinks

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
C4.1	Cleanliness	Rink surface is free of litter and debris that would prevent play. No more than five pieces of litter in a 25' x 25' area or along a 100' line.	
C4.2	Surface Quality	Rink is smooth, free of irregularities in grade greater than half an inch.	
C4.3	Drainage	At least 95% of observed court surface is free of standing water two days after rain.	
C4.4	Boards	Dasher boards are straight, functional and free of holes or cracked boards.	
C4.5	Striping	Blue lines are clearly visible and painted.	
C4.6	Fencing	Fencing is functional, free of protrusions, and free of holes/passages along the base.	

#### C5 – Bleachers and Seating Areas

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
C5.1	Cleanliness	No more than ten pieces of litter in a 25' x 25' area or along a 100' line.	
C5.2	Surface Quality	Seating platforms and steps are straight, rust and dirt free and provide an appealing viewing platform.	
C5.3	Hazards	Bleachers are free of hazards, railings are intact and adequate.	
C5.4	ADA	ADA Accessibility is provided for viewing areas.	

#### C6 – Informal Play Fields

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
C6.1	Cleanliness	Informal play field surface is free of litter and debris that would prevent play. No more than five pieces of litter in a 25' x 25' area or along a 100' line.	
C6.2	Surface Quality	Field is smooth, free of irregularities in grade greater than half an inch.	
C6.3	Drainage	At least 95% of observed field surface is free of standing water two days after rain.	
C6.4	Fencing	Fencing is functional, free of protrusions, and free of holes/passages along the base.	
C6.5	Chemical Use	Chemicals (weed control, fertilizers, herbicides, pesticides) are not used	

## D. Amenities and Structures

### D1 – Restrooms

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
D1.1	Cleanliness	Entryway and interior of restroom are free of litter, debris and feces. Toilets, urinals, sinks and diaper-changing stations are clean.	
D1.2	Color	Walls are painted and free of graffiti. Graffiti shall be abated within 48 hours of its report and documentation by Minnetonka Police Dept.	
D1.3	Function of Structure	All toilets, urinals, partitions, stall walls and doors, diaper changing stations, water faucets, and sink drains are operational and free of leaks, where applicable.	
D1.4	Odor	Free of offensive odor.	
D1.5	Roofing	All restroom building roof structures are structurally sound and not leaking.	
D1.6	Painted Surfaces	Painting has uniform coat and is not peeling	
D1.7	Signage/ADA	Restroom signs are legible, free of graffiti and properly installed near entrances	
D1.8	Supply Inventory	Restrooms are properly stocked with toilet paper, paper towel and soap.	
D1.9	Waste Recept.	Waste receptacles are clean and not overflowing.	
D1.10	Lighting	All interior and exterior security lighting is functioning.	

### D2 – Warming Houses

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
D2.1	Cleanliness	Entryway and interior of warming houses are free of litter and debris.	
D2.2	Color	Walls are painted and free of graffiti. Graffiti shall be abated within 48 hours of its report and documentation by Minnetonka Police Dept.	
D2.3	Function of Structure	All phones, clocks, benches and chairs are functioning properly.	
D2.4	Flooring	Flooring is clean and safe for use with skates.	
D2.5	Roofing	All warming house roof structures are structurally sound and not leaking.	
D2.6	Painted Surfaces	Painting has uniform coat and is no peeling	
D2.7	Signage/ADA	Warming House signs are legible, free of graffiti and properly installed near entrances	
D2.8	Waste Recept.	Waste receptacles are clean and not overflowing.	
D2.9	Lighting	All interior and exterior security lighting is functioning.	
D2.10	Exteriors	Exterior walk is clear of snow and ice; paths are clear to and from rink(s).	

### D3 – Picnic Shelters

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
D3.1	Cleanliness	Shelters are 90% clean and 100% free of graffiti. Graffiti shall be abated within 48 hours of its report and documentation by Minnetonka Police Dept.	
D3.2	Surface	80% of surface is free of cracks that exceed ½” of elevation difference.	
D3.3	Drainage	At least 95% of picnic shelter is free of standing water two days after rain.	
D3.4	Painted Surfaces	90% of picnic shelter paint is of uniform color and not peeling.	
D3.5	Waste Recept.	90% of all receptacles are not overflowing. Covers are not cracked or missing.	
D3.6	Roofing	95% of roofing is covered and shingles are functional.	

### D4 – Benches, Tables, Grills

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
D4.1	Cleanliness	90% of available benches and tables are free of litter, rust and dirt and 90% of grills are free of litter.	
D4.2	Graffiti	Benches, tables and grills are free of graffiti and abated within 48 hours of its report and documentation by Minnetonka Police Dept.	
D4.3	Painted Surfaces	At least 80% of surface of all benches and tables are free of peeling or chipped paint if applicable.	
D4.4	Structural Integrity and Functionality	90% of benches and tables are structurally sound, properly anchored, and free of sharp edges and protrusions. Grills are operational.	

### D5 – Miscellaneous Structures

No.	Measured Element	Standard Described	Meet Standard? Yes/No/NA
D5.1	Exteriors of Buildings	Exterior of building is free of vandalism and graffiti. 90% of painting of exterior of building is of uniform color and not peeling. Graffiti is to be abated within 48 hours of its report and documentation by Minnetonka Police Dept.	
D5.2	Drinking Fountains	Are accessible, operational, and free of standing water and debris.	
D5.3	Gates and Locks	Existing gates, bollards, latches and locks are operational.	
D5.4	Signage	Signs are legible, free of graffiti and properly installed in noticeable locations.	
D5.5	Fencing	Fencing is functional, free of protrusions, holes, broken sections and passages along line.	

**Minnetonka Park Board Item 7C  
Meeting of January 5, 2022**

<b>Subject:</b>	Addition of recycling receptacles in Community Parks
<b>Park Board related goal:</b>	To renew and maintain parks and trails
<b>Park Board related objective:</b>	Identify areas of the city that are deficient of park or trail amenities.
<b>Brief Description:</b>	Recycling receptacles in Community Parks

## **Background**

At park board meetings in the past year, the park board inquired about the addition of recycling receptacles in city parks.

## **Summary**

Trash receptacles are provided in parks, along trails, and at city facilities. There are 257 trash receptacles and 61 mutt mitt dispensers, which are emptied one to three times per week. Due to the time and resources required to service all of these on a timely basis, the city contracts with Metro Resources to service the majority of trash cans and mutt mitts from April through November. Metro Resources is a Minnesota State Operated Community Services Community Based Services program through the Department of Human Services. The program provides vocational and life enrichment services as a day training and habilitation facility for people with complex behavioral needs that cannot be met by private community-based providers. Metro Resources staff services 193 trash receptacles and 55 mutt mitt dispensers at 67 locations. When the number of visits to service each receptacle and mutt mitt are combined, a total of 370 trash cans and 100 mutt mitt dispensers are emptied and refilled each week.

The addition of recycling in the parks presents three challenges to a successful program: contamination of recyclables, the ability of Metro Resources staff to keep the recyclables and trash separated and properly disposed of, and cost.

In 2018 the recycling market changed significantly when China imposed strict standards for contamination in the materials that were accepted. As a result, the costs for recycling have increased dramatically along with the importance of reducing contamination in recyclables. To limit the exposure to contamination, the recycling receptacles will have openings to allow only for bottles and cans to be recycled. Each recycling receptacle will be located next to a trash can so that park users can easily dispose of both in the proper location.

All recyclables that are collected will need to be brought to Public Works for disposal as there are no recycling dumpsters in any of Minnetonka's Parks. There are trash dumpsters at Lone Lake Park and Glen Lake Activity Center that allow Metro Resources crews to have more options to dispose of collected trash without having to go all the way to Public Works. White or translucent bags will be purchased to be used in the recycling receptacles so that when all of the bags are hauled away they can be separated when disposed of. Due to the need to eliminate contamination, the bags of recyclables will need to be emptied into the recycling dumpsters. Limiting the recycling to only bottles and cans will help to reduce the weight of the bags to make it easier for Metro Resources and Public Works staff to empty the bags into the dumpsters.

As we begin to offer recycling in the parks, it is proposed to place receptacles at the five Community Parks which see the highest use by the public. A total of 27 receptacles will be placed at Civic Center, Meadow, Purgatory, Lone Lake, and Big Willow Parks.

Public Works staff will work with Metro Resources to determine the extra cost to provide recycling

collection in the parks. There will be no additional costs to the city for disposal of the recyclables as that is covered under the city's recycling contract with Republic Services. The cost to install the 23 receptacles will be approximately \$15,000 which includes the costs of the cans and lids, liners, shipping, and pouring concrete slabs in turf areas.

**Recommended Park Board Action:** Review the information and provide feedback to staff.

**Attachment**

**1. Recycle Receptacle Locations**

Civic Center – 3 Recycling Receptacles





Meadow Park – 3 Recycling Receptacles



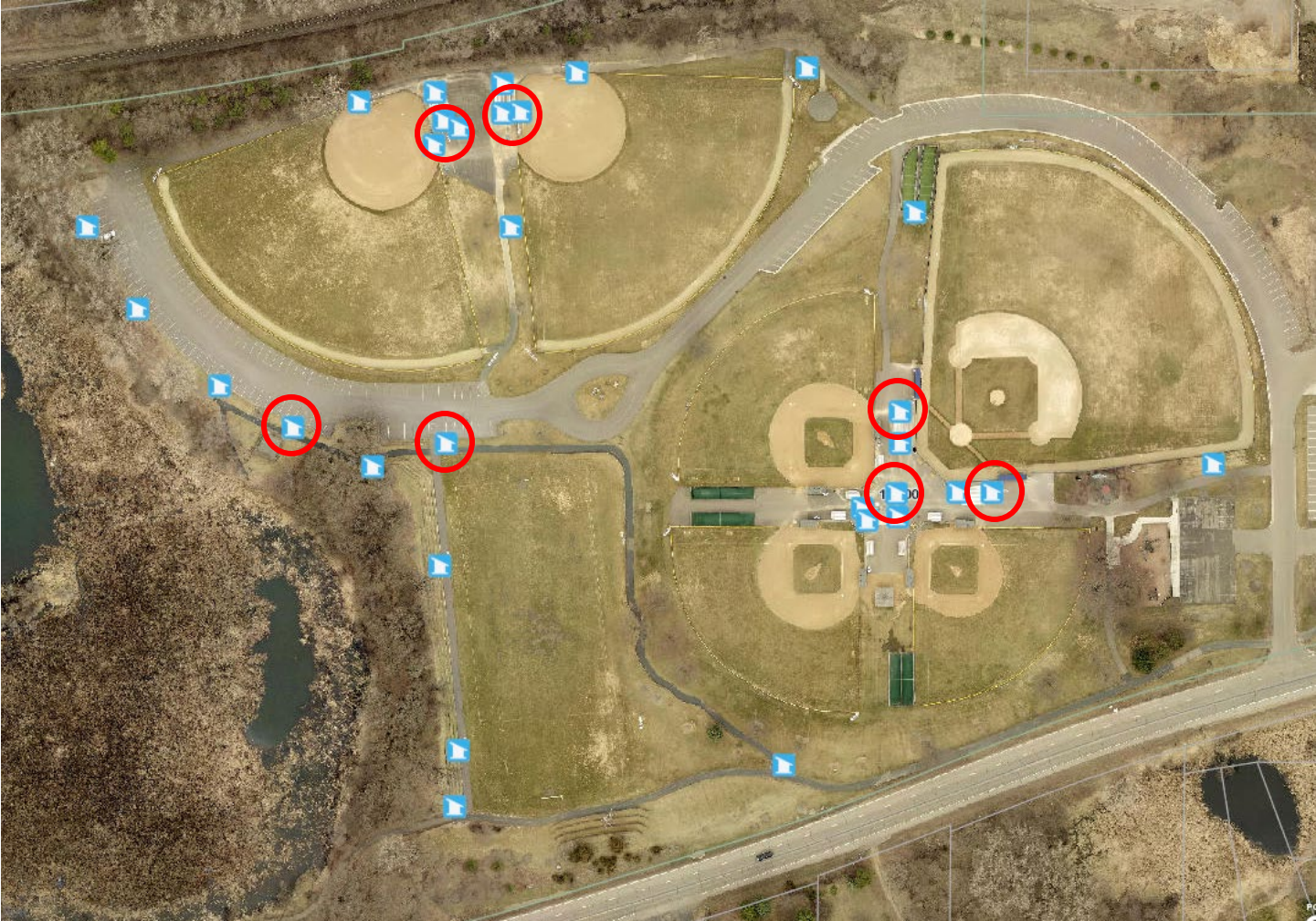
Lone Lake Park – 7 Recycling Receptacles



Purgatory Park – 3 Recycling Receptacles



Big Willow Park – 7 Recycling Receptacles



**Minnetonka Park Board Item 9  
Meeting of January 5, 2022**

<b>Subject:</b>	Information Items
<b>Park Board related goal:</b>	N/A
<b>Park Board related objective:</b>	N/A
<b>Brief Description:</b>	The following are informational items and developments that have occurred since the last park board meeting.

**POST Plan**

A draft document of the POST plan will be included in the February Park Board packet and will be presented to the board for feedback at that meeting. The draft will also be posted on Minnetonka Matters for public comment in late January/early February. Feedback from the Park Board and public will be considered and the final plan will be presented to the Park Board for approval at the March 2 meeting and to the City Council later that month.

**Winter/Spring Program Registration**

Registration for winter-spring recreation programs began on Tuesday, Dec. 14 for general programs and Thursday, Dec. 16 for senior programs. There were over 2,100 registrations taken in person, over the phone and online during the first two weeks of registration. Some of the most popular programs include senior yoga and tennis, swimming and skating lessons.

**Natural Resource Master Plan**

The Natural Resource Master Plan was approved by the City Council at their December 20, 2021 meeting.

**Minnetonka Park Board Item 10  
Meeting of January 5, 2022**

<b>Upcoming 6-Month Meeting Schedule</b>				
<b>Day</b>	<b>Date</b>	<b>Meeting Type</b>	<b>Agenda Business Items</b>	<b>Special Notes</b>
<b>Wed</b>	2/2/22	Regular	<ul style="list-style-type: none"> <li>• Consideration of 2022 Park Board Strategic Plan</li> <li>• POST Plan</li> </ul>	
<b>Wed</b>	3/2/22	Regular	<ul style="list-style-type: none"> <li>• POST Plan</li> <li>• Adoption of the 2022 Park Board Strategic Plan</li> </ul>	
<b>Wed</b>	4/6/22	Regular	<ul style="list-style-type: none"> <li>• Natural Resources Education and Outreach Plan</li> </ul>	
<b>Wed</b>	5/11/22	Regular	<ul style="list-style-type: none"> <li>•</li> </ul>	Park Board Tour
<b>Wed</b>	6/1/22	Regular	<ul style="list-style-type: none"> <li>• Review of 2023-2027 Capital Improvement Plan</li> </ul>	
<b>Wed</b>	7/6/22	Regular	<ul style="list-style-type: none"> <li>• No meeting</li> </ul>	Holiday

**Other meetings and activities to note:**

<b>Day</b>	<b>Date</b>	<b>Description</b>	<b>Special Notes</b>
<b>Sat</b>	1/8/22	Winter Farmers Market	Community Center, 9 am – 1 pm
<b>Sat</b>	1/22/22	Family Fun Day	Minnetonka Fire Dept. 10 am – 1 pm
<b>Sun</b>	2/6/22	Kids' Fest	Community Center, 11 am – 2:30 pm

**Items to be scheduled:**